

# VESSEL MANAGEMENT FRAMEWORK

Guidance for managing maritime vessels when a quarantinable  
disease is suspected or known to be on board



NEW ZEALAND  
**CUSTOMS SERVICE**  
TE MANA ĀRAI O AOTEAROA

**Health New Zealand**  
Te Whatu Ora

Nō te rere moana Aotearoa  
**MARITIME**  
NEW ZEALAND

## Version history

Version	Date	Author	Notes
1.0	May 2022	NZ Customs, Maritime NZ, Te Whatu Ora	Document finalised and endorsed by the Border Executive Board.
2.0	July 2022	NZ Customs, Maritime NZ, Te Whatu Ora	<ul style="list-style-type: none"> <li>Document application expanded to include when vessels are not liable to quarantine (under s.96 Health Act 1956) but are known to have COVID-19 on board and are being managed under COVID-19 Orders.</li> <li>Encourages application to domestic vessels with COVID-19 on board.</li> <li>Reflects Director General exemption - Pratique can still be granted if there are COVID-19 cases on board</li> <li>New process added to cover notification process for crew or passengers known to or suspected of having a disease.</li> <li>Minor amendment to port, NZ Customs and vessel agent roles under <i>Roles and Responsibilities</i>.</li> <li>Addition of new section <i>Considerations for cruise vessels</i>.</li> </ul>
3.0	Sept 2022	NZ Customs, Te Whatu Ora	Updated document from being COVID-19 focused to be communicable disease agnostic
4.0	Nov 2023	Health NZ	<ul style="list-style-type: none"> <li>Inclusion of text related to vessels remaining liable to quarantine and the exceptions</li> <li>Updated process map, document layout and key contacts</li> <li>Updated roles and responsibilities section and health organisational references</li> <li>Included text to note that health and safety considerations must come first, even when a vessel is under quarantine restrictions</li> <li>Updated text related to IPC guidelines and noted that the PCBU is responsible for providing and disposing of PPE</li> <li>Enhanced the principles/operational expectations</li> <li>Blended the overarching instructions on how to use the two templates (cargo ops and pilotage) and put the templates into the appendices</li> <li>Updated the text under the cruises vessel section and included expectations for cruise operators.</li> </ul>
5.0	Mar 2024	Health NZ	Incorporated stakeholder consultation feedback from border agencies, public health services, Health NZ clinical and legal teams, and maritime ports and unions.
6.0	May 2025	Health NZ	Removal of Covid 19 exemption and annual contact list review.

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## INTRODUCTION

This guidance has been created for port and vessel operators, unions, agents, government officials, and the National Public Health Service to follow at any port whenever crew or passengers (both international and domestic) are suspected of having, or test positive for, a quarantinable disease.<sup>1</sup>

This guidance, developed during the COVID-19 pandemic, has been adapted to be applicable to any quarantinable disease situation. Rather than specify disease specific controls, this is generic guidance built on best practice. It will need to be read alongside any specific legislation or guidance developed for any outbreak.

### Purpose

This guidance for port stakeholders to develop a plan for the safe movement and operation of a vessel, including the cargo crew and passengers, when a quarantinable disease is known or suspected to be present on a vessel. The facilitation of safe maritime cargo operations while managing the public health risks posed, in a consistent and collaborative manner, is integral in maintaining the supply chain, while managing public health risk adequately as per the legal framework. By following this guidance, the continuity of regular vessel and cargo operations and movement will be facilitated wherever possible.

### Authority

A first porting vessel remains liable to quarantine until pratique<sup>2</sup> (see footnote) has been granted. Pratique cannot be granted unless a Health Protection Officer (HPO) or Medical Officer of Health (MOoH) is satisfied that no quarantinable disease exists on board (s.107(1) Health Act 1956).

The MOoH or HPO can authorise exceptions and conditions as they see fit to provide for the safe management of the vessel (s.99(2) Health Act 1956). These exceptions and conditions are the legislative basis for this guidance.

### Vessels that are liable to quarantine - Health Act 1956

A first porting vessel will remain liable to quarantine until pratique has been granted. Pratique will be either withheld or granted by the MOoH or HPO (s.107(1) Health Act 1956).

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<sup>1</sup> The current list of quarantinable infectious diseases, as noted at Schedule 1, Part 3 Health Act 1956 includes: Avian influenza, Cholera, Middle East Respiratory Syndrome, Non-seasonal influenza, Novel coronavirus capable of causing severe respiratory illness, Plague, Viral haemorrhagic fevers, and Yellow fever.

<sup>2</sup> "Free pratique" means permission for a ship to enter a port, embark or disembark, discharge or load cargo or stores; permission for an aircraft, after landing, to embark or disembark, discharge or load cargo or stores; and permission for a ground transport vehicle, upon arrival, to embark or disembark, discharge or load cargo or stores.

If the Master becomes aware of any disease suspected to be a notifiable infectious disease<sup>3</sup> on board their vessel, they are required to notify the local public health service (via the mandatory documentation) prior to arrival (s.76(1) Health Act 1956).

Restrictions apply while a vessel is liable to quarantine (s.99 Health Act 1956). For example, it must not be brought to any wharf or other landing place, and there are restrictions on persons and goods that can go on and come off the vessel<sup>4</sup>.

If the vessel has remained liable to quarantine (pratique has been withheld<sup>5</sup>) this may be because the Master has declared symptomatic crew/passengers; overseas jurisdictions have reported positive results from crew/passengers on board vessels en route to New Zealand; or positive results are detected through routine or symptomatic testing. The MOoH or HPO would assess this information in relation to the risk of a quarantinable disease.

Section 70 of the Health Act 1956 can be used to manage public health risk on a vessel under specific authorisation or circumstances<sup>6</sup>, even if pratique has been granted, noting that the powers under s.70 are designed for situations of high immediate risk to enable rapid containment measures and do require specific authorisation or circumstances to be present.

Restrictions applying while a vessel is liable to quarantine are detailed in s.99 Health Act 1956.

Exceptions to the restrictions are permitted:

- In the case of urgent necessity due to a marine casualty or other like emergency (s 99 (2) Health Act 1956); or
- With the authority of the MOoH or HPO (s.99(2) Health Act 1956).

## How this framework was developed

The New Zealand Customs Service, Maritime New Zealand, Health New Zealand (Te Whatu Ora) and the National Public Health Service (NPHS) have worked with the maritime sector (ports, stevedoring companies, and shipping lines) to develop this guidance to assist with any future vessel responses.

Please see APPENDIX 4 for key contacts.

If you have any questions or suggestions for future improvements, please contact:

[ITOC@tewhatuora.govt.nz](mailto:ITOC@tewhatuora.govt.nz)

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<sup>3</sup> Part 1, Schedule 1 of the Health Act 1956, lists the diseases notifiable to the MoOH and the local authority. Schedule 2 lists the diseases notifiable to the MoOH. Part 3, Schedule 1, identifies the notifiable quarantinable infectious diseases.

<sup>4</sup> Persons exempt from the restriction to board a ship include the MOoH, HPO, Customs Officer, INZ staff (Border or Compliance officers), pilots and others identified at s.99(1)(b) Health Act 1956

<sup>5</sup> S.96(1)(c) Health Act 1956

<sup>6</sup> Specific authorisation or circumstances include: being authorised to do so by the Minister, or if a state of emergency has been declared under the [Civil Defence Emergency Management Act 2002](#), or while an epidemic notice is in force.

## APPLICATION OF THIS GUIDANCE

This guidance can be applied in all the following circumstances:

1. When pratique is withheld or if the vessel and/or crew are placed under quarantine, AND **with the authorisation of the Medical Officer of Health or Health Protection Officer**, to allow vessel operations or movement of people.
2. On a voluntary basis at the specific request of the Person Conducting a Business or Undertaking (PCBU) due to health and safety concerns raised.
  - a. When there are known or suspected cases of a quarantinable disease on board, but the vessel is handled under legislation or domestic settings.
  - b. For domestic vessels where there are identified cases on board (for example ferries or fishing vessels).
  - c. As part of port operations on a more regular basis, if the port deems it necessary to manage a confirmed quarantinable disease as an ongoing workplace risk.

## How to use this guidance

This guidance aims to take a systems approach, with consistent procedures and processes for managing vessels where there are known or suspected cases of a quarantinable disease on board. The intent is that these outputs can be used at any port to facilitate the management of these ships.

The intention is that this document:

1. provides guidance, that can be used locally, as a general reference
2. identify the general overall process, via the process map
3. explains roles and responsibilities
4. supports the appointment of a lead
5. establishes some kind of cross-agency group
6. enables stakeholders to collectively complete template(s) to develop a plan of action to help manage the health risks during operations while the vessel is in port.
7. facilitates agreement by the HPO/MOoH for the proposed plan of action, development of which is guided by elements within this document (e.g. templates) and other guidance relevant to the quarantinable disease.

### 1. Roles and responsibilities overview

This document gives clarification of roles and responsibilities, and links to a high-level process map. It is intended to provide an understanding of key decision-making responsibilities, where obligations may overlap, and how these are prioritised.

## 2. Process map

The process map (Appendix 5) gives a high-level overview of how vessels with a confirmed or suspected quarantinable disease may be handled. The process outlines how information should flow, who the responsible decision maker may be at each stage, and how decision making should be communicated.

It is acknowledged that the port company, vessel operator or another port PCBU response may differ depending on the nature of their operation or desire to use the cargo operations and pilotage templates.

The process map provides for additional considerations and allows for stakeholders to remain informed when certain issues arise, for example, if crew/passengers become significantly unwell and may need to be removed from the vessel.

**It's important to remember that the process map is guidance but intended to provide clarity and consistency.**

## 3. Templates

The templates should be able to be used in most situations but may need to be adapted. Every situation will be unique.

### Template for cargo operations

This document outlines infection prevention controls (IPC) and personal protective equipment (PPE) to mitigate transmission between port workers/border agency staff and crew/passengers.

It is intended that templates will guide a plan of action for a PCBUs (including ports, stevedoring companies, other businesses in the port and unions) to engage and coordinate with each other, and their local PHS to manage risks in a consistent manner.

Once completed, this plan may then be submitted by the lead process owner<sup>7</sup> to the MOoH/HPO for consideration to allow a vessel to be worked under quarantine. All parties involved should consult with each other on the contents of this document, evaluate whether the processes are fit for purpose for the situation they are in, and modify the processes where necessary.

### Template for pilotage

This document outlines IPC and PPE necessary to mitigate transmission during pilotage.

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<sup>7</sup> The lead process owner is the person responsible for driving the plan and owning the process e.g. it may be the shipping agent or someone representing the port.

It is intended that it will act as a template plan for PCBUs to engage and coordinate with the pilot, agent and the local PHS to manage disease risks in a consistent manner when a vessel is liable to quarantine. Once completed, this plan may then be submitted by the lead process owner to a MOoH or HPO (from the local PHS) for consideration to allow a vessel to be piloted under quarantine or following an assessment by the PHS.



## OPERATIONAL EXPECTATIONS/PRINCIPLES TO FOLLOW

- 1 Health and safety considerations must come first. I.e. those who need medical care are prioritised and supported to access this.
- 2 Vessel operators are expected to minimise the transmission of communicable diseases through their practices and procedures. This in turn will help minimise the need for quarantine or isolation requirements and the stand down of New Zealand workers.
- 3 Dependent upon the disease and the conditions of the vessel, the ship remains the primary place to quarantine or isolate for a crew or passenger (international and domestic) arriving by sea if they are suspected of having, or test positive for a quarantinable disease.
- 4 Where the vessel is liable to quarantine, New Zealand workers are only to board the vessel if they have prior approval from the HPO/MOoH. This may be obtained during consultation on the management plan with all the relevant parties.
- 5 Strict IPC measures are observed. PPE appropriate to the quarantinable disease will be in accordance with the national [Communicable Disease Control Manual](#) (see appendices). The PCBU is responsible for provision of PPE for workers and visitors. Vessel operators are expected to provide ready access to hand sanitation, PPE, testing equipment (if available/applicable), and wellbeing support for passengers and crew with quarantinable diseases.
- 6 Essential crew and stevedore movements and contingency plans are agreed to prior to pilotage or cargo operations commencing. These are supplemented with a strong, proactive communication plan, which is agreed to by all parties.
- 7 When conducting operations, vessel crew/passengers and New Zealand workers must adhere to strict distancing and safe management measures.
  - 7.1 Affected/exposed crew/passengers remain in their accommodation area or practice physical distancing as far as is reasonably practicable.
  - 7.2 New Zealand workers refrain from entering accommodation areas as far as is reasonably practicable.

## ROLES AND RESPONSIBILITIES OVERVIEW

Agency	Responsibility	Description of role during a response
<b>Flag State</b>	A flag state is the location where a commercial ship is registered or licensed. While the primary responsibility for the safe operation of their ships and the safety and welfare of their crews belongs to ship operators and owners, flag states have the legal authority and responsibility to enforce regulations upon vessels that are registered under their flag, such as those relating to inspection, certification, safety, and pollution.	<ul style="list-style-type: none"> <li>• Grants dispensations if reduced crewing required</li> <li>• Has an interest in repatriations and crew welfare</li> </ul>
<b>Harbourmaster (Regional Council)</b>	Responsible for maritime safety within a region's waters – enforcing maritime laws and rules within their own geographical area. They also apply their council's navigation safety bylaws.	<ul style="list-style-type: none"> <li>• Safety of navigation</li> <li>• Emergency response advice and direction – weather, tsunami, earthquake, fire, large swells</li> <li>• Safe berth or anchorage</li> <li>• Control of vessel traffic when required</li> <li>• Direction of a vessel to take certain actions</li> <li>• Exclusion zones</li> <li>• Acceptable crewing levels</li> </ul>
<b>Maritime New Zealand (MNZ)</b>	<p>Maritime safety, environmental and security regulator in NZ.</p> <p>Ensures that maritime activities are carried out safely and assists in the facilitation of discussions around the development of Cargo Operations Plans.</p> <p>National Flag State Authority and administrator of the NZ Register of Ships.</p> <p>Represents New Zealand as a Port State Authority when reporting.</p> <p>Promotes maritime safety, marine environmental protection and safeguarding of working and living conditions onboard foreign ships in NZ waters.</p>	<ul style="list-style-type: none"> <li>• During development of contactless cargo plans, can act as a liaison between the maritime industry and government if required</li> <li>• Provide technical advice and support on any maritime safety-related issues</li> <li>• Provide technical advice and support on minimum safe crewing levels</li> <li>• Provide contact to Seafarer Welfare Board if required</li> </ul>
<b>Ministry for Primary Industries</b>	<p>Biosecurity regulator at the border.</p> <p>Ensures imported goods, vessels and people arriving in NZ meet import</p>	<ul style="list-style-type: none"> <li>• Biosecurity monitoring and clearance of passengers, crew and cargo</li> <li>• Biosecurity assessment of vessels</li> </ul>

Agency	Responsibility	Description of role during a response
<b>(MPI) Biosecurity NZ</b>	requirements protecting NZ from biosecurity risk.	<ul style="list-style-type: none"> <li>• Oversight of biosecurity controls and management at approved Places of First Arrival and Transitional Facilities</li> <li>• Key border agency input regarding decisions for the movement of people, cargo or vessel as part of the all-of government (AoG group)</li> </ul>
<b>New Zealand Customs Service (NZCS)</b>	<p>Regulator at the border to manage Customs risks.</p> <p>Ensure risk intervention relating to passengers, crew, vessels, and cargo are well-considered and prioritised appropriately given the nature of the response.</p> <p>Provide an intelligence picture including the background of each vessel with crew/passenger details, and any cargo the vessel may be carrying (particularly critical cargo) and any other key considerations that may be relevant to the incident response.</p> <p>Utilisation of the Customs targeting component to understand cargo data.</p> <p>Engage with and connect the wider border sector to other government agencies, as well as overseas customs and border authorities to gather information required about vessels and their crew/passengers.</p> <p>Other functions delivered by Customs during the COVID-19 response, and which may be considered necessary, could include:</p> <ul style="list-style-type: none"> <li>- Through delegations and authorities as they related to the Maritime Border Order, Customs provided an operational ground response in a 'monitor and report back' capacity.</li> <li>- Standing up an all-of-government (AoG) Incident Management Team (IMT) and coordination of the response</li> </ul>	<p><i>Note: the statutory duties and obligations of a MOoH/HPO, when determining if cargo operations could or should continue under quarantine, will always prevail. The collection of further intelligence in relation to critical cargo is only to inform decision making where the local PHS has already deemed that it could be appropriate to consider working the vessel while under quarantine.</i></p> <p>Where information is received from any other party (other than Health) that gives confirmation of, or causes suspicion of, a quarantinable disease on board a vessel en route to, or already in NZ, Customs notifies all other interested parties through agreed processes. Where the local PHS is not the original information recipient, then notification to the NPHS will be the priority.</p> <p>Where there are any intelligence gaps, Customs collates relevant intelligence and provides to relevant PHS for risk assessment and contact tracing. This should include but is not limited to:</p> <ul style="list-style-type: none"> <li>• vessel's voyage details e.g. where has it been and when</li> <li>• crew/passenger details e.g. how many, past crew changes</li> <li>• if vessel already in port, who has boarded, what areas accessed? what level of PPE was used?</li> <li>• further relevant intelligence that may assist with decision making during the process.</li> </ul>

Agency	Responsibility	Description of role during a response
	<p>to quarantined vessels at nationwide level.</p> <ul style="list-style-type: none"> <li>- Convene and chair the all-of-government (AoG) meetings to ensure all agencies have the key information and are fully informed of the wider response and implications.</li> <li>- Provide meeting coordination and situation reports</li> <li>- Ensure good information flows to response agencies and industry stakeholders involved in any given response.</li> </ul>	<p>NPHS may also request information from Customs to inform their risk assessment.</p> <p>Customs collates relevant intelligence that may assist with decision making during the process:</p> <ul style="list-style-type: none"> <li>• cargo on board for discharge i.e. any critical supplies</li> <li>• cargo due for load in first and subsequent ports i.e. any critical goods</li> <li>• what is the current safe manning certification for this vessel.</li> </ul>
<p><b>Health NZ, Te Whatu Ora</b></p> <p><b>National Public Health Service (NPHS) and designated officers</b></p>	<p>Operational delivery of health services. Responsible for setting the appropriate public health measures in response to a quarantinable disease.</p> <p>For health responses, the NPHS (with the support of Customs) is responsible for standing up an all-of-government (AoG) Incident Management Team (IMT) and coordination of response at nationwide level.</p> <p>Most responses will be managed locally by the Medical Officer of Health (MOoH) and the Health Protection Officers (HPO). Guided by clinical advice (if required), they will undertake a risk assessment of each vessel and determine whether a vessel will be granted pratique; whether it shall be liable to quarantine; and/or whether the vessel can be managed safely using conditions.</p> <p>*Pratique is a legal process, and granting pratique requires the officer to be satisfied no quarantinable disease exists on board. Vessels and crew/passengers remain liable to quarantine under the Health Act 1956 until pratique is granted by the MOoH or HPO.</p>	<p>The MOoH/HPO will determine if:</p> <ul style="list-style-type: none"> <li>• a vessel can be brought into a wharf or landing place</li> <li>• anyone can go on board the vessel (other than those already permitted under the Health Act (e.g., Public Health staff or specified government officials)</li> <li>• anyone can leave the vessel (other than those already permitted under the Health Act and any other relevant legislation)</li> <li>• any cargo and any other goods or articles whatsoever can be landed or transshipped from the vessel</li> <li>• other vessels can be brought within 50 meters of the vessel (unless permitted in the act e.g., NZ Police).</li> </ul> <p>Authorising any of the above if deemed acceptable from a public health perspective, and setting any conditions the authorising MOoH or HPO considers fit.</p> <p>Determining what health information is required to inform the officer's decision, such as vaccination status, testing and medical assessment of any person subject to isolation or quarantine.</p>

Agency	Responsibility	Description of role during a response
	<p>In relation to confirmed or suspected quarantinable diseases on board vessels arriving in NZ, the local PHS will carry out duties including, but not limited to:</p> <ul style="list-style-type: none"> <li>- Granting or withholding pratique.</li> <li>- Requiring actions to be taken, or not taken, to prevent spread of infection from people and things.</li> <li>- Obtaining information in relation to the management of quarantinable diseases.</li> </ul> <p>MOoH and HPOs have a wide range of powers under the Health Act that may be exercised for the purpose of protecting the risk to public health (among other considerations).</p> <p>In some situations, an event may require escalation and national coordination is necessary. This would result in the response being nationally enabled, regionally led, and locally delivered.</p> <p>Factors indicating an event may require escalation:</p> <ul style="list-style-type: none"> <li>• Impact – magnitude, potential for rapid escalation, populations affected, multi-jurisdictional, unusual or unexpected event</li> <li>• Interest – public, media, political.</li> </ul>	<p>Withholding or granting pratique as appropriate.</p> <p>When authorised, and only under certain circumstances, using section 70 powers (Health Act 1956) for the purpose of preventing the outbreak or spread of any infectious disease.</p> <p><i>*Section 70(1)(f) requires persons, places, buildings, ships, vehicles, aircraft, animals, or things to be isolated, quarantined, or disinfected as a MOoH deems appropriate.</i></p>
<b>Immigration NZ MBIE</b>	<p>INZ manages persons crossing the border by setting requirements around persons arriving and departing. Immigration Officers have powers under the Immigration Act 2009 to enable them to protect border security (e.g. carry out identity checks).</p>	<p>INZ will provide input regarding decisions on the entry of non-NZ citizens into NZ e.g. Immigration Officers can refuse entry as well as carry out identity checks. INZ will also maintain immigration oversight as required/appropriate as part of an AoG response.</p>
<b>Port Company</b>	<p>Independent businesses that are the gateway at the maritime border which facilitate import and export trade via maritime routes.</p> <p>Port companies execute a vessel's movement at the operational level, and</p>	<ul style="list-style-type: none"> <li>• Congestion issues – berth availability</li> <li>• Safe berth or anchorage allocation</li> <li>• Pilotage</li> <li>• Pilot safety</li> </ul>

Agency	Responsibility	Description of role during a response
	<p>ultimately decide if a vessel may berth or not. They generally provide their own pilots for the safe berthing of vessels at their ports.</p> <p>The port company is also the overarching PCBU in the port environment and has a duty to mitigate risks to worker safety (in collaboration with other port PCBUs, including government agencies).</p>	<ul style="list-style-type: none"> <li>• Liaison with port user companies (e.g. stevedoring, agents, fumigation etc.)</li> <li>• Port Emergency Response Actions – weather, tsunami, earthquake, fire, large swells</li> <li>• Sanitary arrangements, garbage disposal, water supply.</li> </ul>
<b>Unions</b>	<p>Various unions who represent the interests of stevedores and other port workers in all matters that may affect their job and conditions of employment.</p>	<ul style="list-style-type: none"> <li>• Represent their membership's interests and in regard to safety and wellbeing as it relates to working a vessel under quarantine</li> <li>• Provide input and agreement to a cargo operations plan.</li> </ul>
<b>Seafarer Welfare Board</b>	<p>Provide welfare support to international seafarers calling at New Zealand ports, including wifi, personal shopping, access to Seafarer Centres, a listening ear, as well as provide justice and advocacy support to and on behalf of seafarers.</p>	<p>Crew wellbeing and liaison</p>
<b>Stevedoring company</b>	<p>Independent businesses that are responsible for the loading and unloading of a ship's cargo, utilising different methods of operation depending on the cargo commodity being worked.</p>	<ul style="list-style-type: none"> <li>• Cargo operations</li> <li>• Ability to work the vessel</li> <li>• Worker safety</li> </ul>
<b>Vessel Agent</b>	<p>Contracted and appointed by the vessel owners or shipping line to represent all of their interests and support the vessel while it's in NZ.</p> <p>Will liaise with shipping line, port company and vessel operator when making decisions on safe crewing levels, crew welfare, cargo considerations and journey decisions.</p> <p>Will liaise with transport providers (including airlines), and accommodation providers in the situation crew/passengers need to be removed from the vessel or are identified with a</p>	<ul style="list-style-type: none"> <li>• The critical liaison and communication point between the shipping line and central/local agencies</li> <li>• Relay the shipping line's position and intention on matters to do with crew safety and wellbeing, cargo, and voyage information</li> <li>• Among other things, can provide information on: <ul style="list-style-type: none"> <li>- Owner/master communications</li> <li>- Crew list – nationality, when they join, rank</li> <li>- Last port, next port, ETD (estimated time of departure)</li> <li>- Quarantine status</li> </ul> </li> </ul>

Agency	Responsibility	Description of role during a response
	<p>quarantinable/communicable disease prior to crew change, etc.</p> <p>May communicate decisions of the port and vessel operator to All of Government.</p>	<ul style="list-style-type: none"> <li>- Stevedore company involved</li> <li>- Flag state</li> <li>- Certification of safe crewing from Master</li> <li>- Bunker or victualling requirements.</li> </ul>
<b>Vessel Master</b>	<p>Compliance with all obligations under the Health Act 1956 with respect to quarantine and quarantinable diseases aboard the vessel.</p> <p>Every person liable to quarantine also has obligations (such as submitting to testing), but the ship's master has additional ones) under the Health Act and other legislation.</p> <p>Compliance with all other legislative provisions that would normally be the obligation of the person in charge of the vessel, regardless of whether or not the vessel is liable to quarantine.</p>	<ul style="list-style-type: none"> <li>- Provision of information</li> <li>- Not allowing ship to moor or berth without authorisation</li> <li>- Use of quarantine signal/flag</li> <li>- Preventing anyone liable to quarantine leaving the ship without authorisation</li> <li>- Complying with orders related to disinfection and fumigation</li> <li>- Facilitate the MOoH or HPO to exercise their duties</li> <li>- Notifying MOoH if a notifiable infectious disease is suspected to be onboard, even if pratique has been granted</li> <li>- Submitting to assessment and testing as directed</li> <li>- Grants dispensations if reduced crewing required.</li> </ul>
<b>Other source of information such as overseas border and maritime authorities</b>	<p>Receipt of information that gives confirmation of or causes suspicion of a quarantinable disease on board a vessel en route to, or already in New Zealand.</p> <p>Information could be received by any agency or stakeholder.</p> <p><b>**Action required:</b> Information recipient (if not Customs) makes notification of issue or information to Customs via <a href="mailto:ITOCOperationsCentre@customs.govt.nz">ITOCOperationsCentre@customs.govt.nz</a> who will inform all required parties with priority being the NPHS who will seek to confirm the intelligence, undertake a health risk assessment and work with stakeholders to plan and respond.</p>	

## **GUIDANCE ON USING TEMPLATES FOR CARGO OPERATIONS AND PILOTAGE**

This document provides an overview of the infection prevention and control measures necessary to mitigate disease transmission during cargo operations and pilotage when crew have tested positive for a quarantinable disease or if a quarantinable disease is suspected or crew may have had contact with a known or suspected case of quarantinable disease. A MOoH or HPO can provide general advice (based on national [Communicable Disease Control Manual](#)) on infection prevention and control and PPE. Health and safety personnel on site are expected to provide site specific advice.

The intention of the guidance is to keep New Zealand port workers, crew, and passengers safe and to mitigate the risk of disease transmission and spread.

By observing these enhanced safe management measures, we hope to safeguard the health and safety of the vessel's crew and our workforce.

### **How to use the templates:**

- 1 The templates have been developed to outline the measures needed for cargo operations and pilotage to occur when a quarantinable disease is present (or suspected to be present) on board a vessel.
- 2 The intention is for multiple PCBUs to engage and coordinate with each other to manage contactless cargo operations in an organised manner. The parties involved should consult to complete this template, evaluate whether the processes are fit for purpose for their particular situation, and modify the processes where necessary.
- 3 Once completed, this plan may then be submitted by the lead process owner to the local PHS for consideration to allow a vessel to be worked under quarantine (note that authorisation is not required if the template is used on a voluntary basis when a vessel is not liable to quarantine).

### **Communication during operations on vessels liable to quarantine**

Communication is critical to the success of the plans being carried out safely. Prior to operations commencing, a safety briefing should be held to ensure all parties are aware of the procedures, the communication plan, and escalation protocols if any issues arise. Situations which may require coordinated communications include:

- a. crew movements during operations to perform essential/necessary services (i.e., hatch cover cleat locking/unlocking, lashing checks, mooring checks, International Ship and Port Facility (ISPS) requirements, etc.)
- b. any necessary stevedore movements required outside those agreed in safety briefing
- c. any emergency responses
- d. any unforeseen events/changes to the plan (how these could be managed should also be covered in the safety briefing)
- e. plugging/un-plugging of reefers if required to be done by crew



- f. boarding of the vessel by any government officials, if necessary (for example biosecurity inspectors and Customs officers).

### **Variations to operations depending on cargo or vessel type**

For any tasks not already identified in this document, due to unforeseen circumstances (such as crane breakdown), in emergencies, or where tasks may differ depending on vessel type (Roro, bulk, tanker, etc.), consider the following principles:

- a. when conducting operations, vessel crew and NZ workers adhere to strict distancing and safe management measures, including adherence to pre-determined exclusion zones (if applicable)
- b. crew remain in accommodation area or practice enhanced physical distancing (dependent on the requirement at the time) as far as is reasonably practicable
- c. NZ workers refrain from entering accommodation area as far as is reasonably practicable
- d. no person may board the vessel unless they have received authorisation letter or email from the local PHS (applies if vessel is being managed while liable to quarantine).

Strict IPC measures are observed. Likely to include:

- a. cleaning and sanitation of all high touch areas particularly in indoor spaces (for example, crane cabs)
- b. physical distancing
- c. management of crew and worker movements in a coordinated manner (for example, crew via sea side and workers via shore side)
- d. ventilation of enclosed spaces, such as the bridge, as far as is reasonably practicable.

Essential crew and stevedore movements and contingency plans are agreed to prior to operations commencing. These are supplemented with a strong, proactive communication plan, which is agreed to by all parties.

If any further tasks not listed are identified during cargo operations, all land-based resources/personnel should be considered and utilised wherever possible, to minimise/eliminate the necessity for crew involvement. If crew involvement is identified as a necessity, this should be communicated immediately to the stevedoring supervisor who will discuss with relevant parties following the agreed process within the communication plan.

## **GUIDANCE FOR CRUISE VESSELS WITH A QUARANTINABLE DISEASE ON BOARD**

For passenger (cruise) vessels, the movement and isolation of people, when a quarantinable disease is present on board, is vital to consider.

This is particularly important in ports where large turnover of passengers occurs (due to the conclusion of one journey and the start of another) and where ports do not have specific cruise vessel berths and share their infrastructure and berths with cargo vessels.

A cruise vessel remaining at a berth for any extended period of time past its booking has a significant impact on the operator, the port, and any subsequent cruise or cargo vessel arrivals into that berth.

As per cargo vessels, pratique may or may not be granted to a cruise vessel upon arrival. As outlined on page 4 above, vessels will remain liable to quarantine until pratique is granted.

### **Expectations for cruise operators**

Cruise operators are expected to minimise the transmission of communicable diseases through their practices and procedures.

It is expected that cruise operators will help reduce the risk by:

- 1 having adequate medical facilities and personnel onboard to care for and manage communicable disease cases onboard in the first instance
- 2 enabling the vessel to be the primary place for a maritime arrival to isolate
- 3 providing ready access to hand sanitation, masks, appropriate testing equipment, and support for passengers and crew with communicable diseases
- 4 adhering to regular and thorough cleaning routines
- 5 communicating and encouraging passengers and crew to follow any health guidance
- 6 promptly implementing additional controls in response to illness.

### **Application of the roles and responsibilities and process map**

If a vessel has reported cases of communicable disease on board that need to be managed in any capacity, the roles and responsibilities overview (page 10-15 above) and the process map (Appendix 5) applies to cruise ships.

While there may be some variations to the process, largely, the process, information flow, and decision-making authority will remain the same. The process map may be useful in the following situations:

- critically unwell passengers or crew need to be removed from the vessel

- crew essential to manning of the vessel are suspected of having, or test positive for, a quarantinable disease (for example, bridge crew)
- providing guidelines for the movement of passengers and crew into dedicated quarantine/isolation zones/facilities on or off the vessel
- the vessel needs to be moved from the berth to an anchorage or to depart New Zealand territorial waters
- the communicable disease case(s), resides in New Zealand and wants to leave the ship to go home to isolate.

## Application of the cargo operations templates for cruise vessels

Due to higher crew numbers on a cruise vessel, in comparison to a cargo vessel, there is a greater ability for alternative crew to undertake tasks while known or suspected cases of a quarantinable disease are quarantining/isolating in a cabin. However, in the event of larger outbreaks, there are elements of the operation which are universal with a cargo vessel and can still apply in a cruise vessel context. These are:

- safety meeting, checklist, clearance papers
- pilotage
- handling of mooring lines and garbage
- vessel arrival to berth, sanitation of high touch surfaces
- emergencies
- provisioning of vessel supplies
- bunkering
- communication of crew and worker movements (if NZ workers need to board and perform necessary tasks)
- disposal of PPE

The benefit of the cargo operations template is that it relies largely on the same risk management principles throughout. At a high level, these are:

- enhanced physical distancing
- wearing PPE and following strict IPC protocols
- coordinated movements of workers and crew.

The above principles should be applied during passenger/crew health checks, passenger/crew movements and any servicing of isolating passengers/crew. For example, people quarantine/isolating should be in a separate quarantine/isolation place, if possible, where contactless food delivery can occur.

## Passenger/Crew Movement

If ill passengers/crew need to disembark the vessel the cruise ship operator should ensure:

- those disembarking are wearing appropriate PPE, practicing good hand hygiene and avoiding crowded spaces
- a separate pathway or sanitary corridor is used for the disembarking traveller(s) to exit with their personal belongings
- the pathway used for disembarkation and any potentially contaminated surfaces (e.g., handrails) along the pathway, and any equipment used (e.g., wheelchairs) is cleaned and disinfected immediately after disembarkation.

The port company, transport providers and MOoH need to pre-determine the best movement options for ill travellers through the port and into quarantine/isolation.

## Application of the pilotage template

If people suspected of having, or test positive for, a quarantinable disease are manning crew, or bridge crew, the pilotage template is useful, however some extra considerations may apply related to minimum manning numbers. These are covered in the VMF pilotage template.

## Considerations for unique locations or operations:

1. *Where pilots may need to spend extended time on board (such as in Fiordland).*
  - a. In this instance the pilotage template would not be as applicable as it would not be reasonably practicable to expect the pilot to be on a bridge wing for three days. However, there are practices a PCBU could use to mitigate risks to their worker, such as requesting separate eating quarters to crew, etc. This level of risk mitigation is best determined by the PCBU.
2. *Where the vessels anchor but do not berth (such as Opuā)*
  - a. In this situation passengers are taken to shore by tender, and it may not be as easy to apply the VMF. However, Opuā is not first port of call for many cruises so it's likely that any issues on board will have been detected or managed before they arrive at this location.

## GLOSSARY

AoG	All of Government
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
HPO	Health Protection Officer
IMO	International Maritime Organisation
PHEMT	Public Health Emergency Management Team
IPC	Infection Prevention and Control
ISPS	International Ship and Port Facility Security
MOoH	Medical Officer of Health
MPI	Ministry for Primary Industries
MNZ	Maritime New Zealand
NZCS	NZ Customs Service
NPHS	National Public Health Service
PCBU	Person Conducting a Business or Undertaking
PHS	Public Health Service (part of the NPHS)
PPE	Personal Protection Equipment

## APPENDICES

### APPENDIX 1: TEMPLATE FOR CARGO OPERATIONS

<b>Operational Lead</b> <i>If the vessel is liable to quarantine the operational lead identified at the start of the process (may be the port, agent, etc.) is the driver of the plan and submits it to the NPHS for approval.</i>			
<b>Vessel name</b>			
<b>IMO Number</b>			
<b>Applicable port</b>		<b>ETA</b>	
<b>Subsequent port calls (please list, if applicable)</b>			
<b>Notes</b> <ol style="list-style-type: none"> <li>1 The agent should require a record of who goes on board the vessel for any reason while the vessel is under a quarantine notice.</li> <li>2 Only personnel authorised by a Medical Officer of Health or Health Protection Officer, other than those listed under s 99 clause 1 (b) of the Health Act 1956<sup>8</sup>, can board a vessel subject to a quarantine notice.</li> <li>3 <b>This plan is also subject to agreement from the vessel operator/master to work in a contactless manner.</b></li> </ol>			

Process	Process owner & lead	Safe management measures	Remarks
<b>#1 Safety meeting, checklist and cargo papers</b>	Vessel agent	<p>Prior to operations commencing, a safety briefing should be held to ensure all parties are aware of the procedures, communication plan and escalation protocols if any issues arise. This includes establishing crew exclusion zones if determined necessary.</p> <p>Signing of safety checklist, pre and post vessel/shore figure<sup>9</sup> shall be done in a separate area to operations. Any NZ workers involved in loading shall not enter accommodation block and will</p>	<p>The comms plan should include whether the crew speak English, or if they require translator and what language.</p> <p>Check if master can receive large documents like this via email.</p>

<sup>8</sup><https://www.legislation.govt.nz/act/public/1956/0065/latest/whole.html#DLM307482>

<sup>9</sup> Vessel/shore figures relate to quantity of how much cargo has been loaded/unloaded. The vessel/shore figures must be confirmed before a bill of lading can be accepted.

Process	Process owner & lead	Safe management measures	Remarks
		<p>minimise time on board (if there is a need to go on at all).</p> <p>Where possible send all documents via email.</p>	
<b>#2 Maintenance tasks</b>	Vessel agent	<p>No preventative maintenance is to be carried out by the vessel's crew on deck.</p> <p>Where possible, the Agent should instruct the vessel Master to have all critical maintenance completed while at sea, or at anchor, prior to the vessel's arrival in port.</p>	Applicable only when a vessel has been identified for management prior to berthing.
<b>#3 Pilotage to berth</b>	Port company	<b>Pilotage is generally contracted to the Port Company. Refer to separate pilotage process.</b>	
	Vessel agent		
<b>#4 Handling of mooring lines and affected items, including garbage.</b>	Port/Tug company	<p>Waste products such as garbage should be double bagged, securely tied, and treated as an affected item.</p> <p>All affected items and mooring lines should be handled following standard port procedures.</p>	
<b>#5 Vessel arrival to berth – rigging of gangway and sanitation of high touch areas</b>	Vessel agent, with support from stevedoring company	<p>Vessel crew to set up gangway safety net and sterilise gangway areas before berthing.</p> <p>The areas on board the vessel where stevedores are based during cargo operations should also be disinfected. This could be done by a competent cleaner, meeting the general cleaning and <a href="#">disinfection guidance</a> outlined by Health NZ (Te Whatu Ora) and following any PPE requirements.</p> <p>Locations may include but are not limited to the following:</p> <ol style="list-style-type: none"> <li>Gangway access point</li> <li>Crane cab including ingress and egress point(s)</li> <li>Handrails between gangway and crane cab</li> <li>Ingress and egress to cargo holds</li> </ol>	<p>Disinfection procedures can be found in the <a href="#">Communicable Disease Control Manual: Appendix 1</a> on the Health NZ (Te Whatu Ora) website.</p> <p>Sanitation products should be used according to manufacturer's instructions.</p>

Process	Process owner & lead	Safe management measures	Remarks
<b>#6 Crew movements at all times</b>	Vessel agent	<p>All crew members to remain in their own accommodation, as far as reasonably practicable, except for the following reasons:</p> <ul style="list-style-type: none"> <li>- for ISPS requirements for vessel</li> <li>- other essential services, including but not limited to hatchcover cleat locking/unlocking, checking of cargo lashings, connecting hoses etc.</li> </ul> <p>During cargo operations, vessel crew duty officers will be monitoring from bridge if possible.</p> <p>All movements of crew and stevedores should occur in a coordinated fashion and follow an agreed communication strategy.</p> <p>Vessel crew movements only restricted to sea-side, no contact with any stevedores.</p> <p>Alternatively, schedule timing to conduct checks and avoid contact with non-vessel crew. Crew to strictly avoid any contact with shore personnel.</p> <p>Workers to wear PPE according to any requirements at the time and best practice. At a minimum they must practice good hand hygiene and avoid crowded spaces.</p>	<p>Communication via radio equipment or other forms of communication devices as supplied.</p> <p>Quarantining/isolating crew may be legally permitted to disembark the ship to undertake essential permitted movements, do an essential task, or to move to another place of quarantine/isolation.</p>
<b>#7 Stevedore movements at all times (and other port users approved to board e.g. fumigators)</b>	Stevedoring company	<p>All movements of crew and stevedores should occur in a coordinated fashion and follow an agreed communication strategy.</p> <p>Stevedore movements are restricted to and from their working areas. They are not allowed to enter vessel accommodation.</p> <p>Stevedore movements only restricted to shore-side, no contact with crew.</p> <p>Movements may be via crane/personnel cage to reduce contact with transit areas</p>	<p>Communication via radio equipment or other forms of communication devices as supplied.</p>



Process	Process owner & lead	Safe management measures	Remarks
		<p>that crew may have had contact with.</p> <p>Workers to wear PPE according to any legislation at the time, and best practice, practice physical distancing, and good personal hygiene at all times.</p>	
<b>#8 Tending vessel's mooring lines, cargo operations</b>	Stevedoring company	<p>Before the vessel's crew come on deck to tend for moorings and to perform any tasks necessary for cargo operations, the crew should inform stevedores to disembark and remain off the vessel while they perform this task or to gather at a designated muster point on board.</p> <p>Vessel crew will only move along sea-side and stevedores can only move on shore-side to avoid any physical contact.</p> <p>Stevedores can return to the bay once vessel crew have returned to accommodation block.</p>	<p>Communication via radio equipment or other communication device as supplied prior to and after completion of tasks.</p> <p>If muster point used, one is to be designated fore and aft.</p>
<b>#9 Tending vessel's mooring lines, cargo operations</b>	Stevedoring company	<p>Only essential stevedores are allowed to remain on the vessel once the unlash / lashing of containers are completed.</p> <p>PPE to be used as per any legislation or best practice for workers aboard affected vessels.</p> <p>If crew need to exit accommodation block for a task the crew should inform stevedores to disembark and remain off the vessel while they perform this task or to gather at a designated muster point on board.</p> <p>Vessel crew will only move along seaside and stevedores can only move on shore-side to avoid any physical contact.</p> <p>Stevedores can return to the bay once vessel crew have returned to accommodation block.</p>	<p>Communication via radio equipment or other communication device as supplied prior to and after completion of tasks.</p> <p>If muster point used, one is to be designated fore and aft.</p>

Process	Process owner & lead	Safe management measures	Remarks
<b>#10 Check of lashings (if applicable)</b>	Stevedoring company/Vessel Master	<p>Vessel crew to check cargo lashing of containers/cargo only after the bay has been completed or at pre-determined periods.</p> <p>Vessel crew to communicate to stevedores to disembark and remain off the vessel while they perform this task or to gather at designated muster point on board.</p> <p>Vessel crew will only move along sea-side and stevedores can only move on shore-side, no contact with any stevedores.</p> <p>Stevedores will remain on standby to rectify any issues that are identified. Cargo lashing issues that require rectifying will be communicated to the duty stevedoring supervisor.</p> <p>Once crew have returned to the superstructure stevedores can then return to the vessel to rectify any identified issues.</p>	<p>Communication via radio equipment or other communication device as supplied prior to and after completion of tasks.</p> <p>If muster point used, one is to be designated fore and aft.</p> <p>Note process may be modified, for example if Supercargo checking lashings is preferred.</p>
<b>#11 Check of mooring ropes</b>	Vessel Master	<p>When vessel is alongside, vessel crew will be required to attend to mooring ropes every 1-2 hours. Each check shall be limited to 15 minutes or as and when required.</p> <p>Prior to checking mooring ropes, the crew will need to give sufficient prior notice to stevedores to disembark the vessel or gather at designated muster point on board. This should also occur when lines near hatches, where stevedores are working, need adjusting.</p> <p>Vessel crew will only move along sea-side and stevedores can only move on shore-side, no contact with any stevedores.</p> <p>Once done, vessel crew will return back to vessel accommodation.</p>	<p>Communication via radio equipment or other forms of communication devices to ensure no physical contact with stevedores.</p> <p>If muster point used, one is to be designated fore and aft.</p>

Process	Process owner & lead	Safe management measures	Remarks
<b>#12 Plugging and unplugging of reefers (if applicable)</b>	Stevedoring company	<p>To be done by NZ based reefer stevedores or vessel crew personnel wearing appropriate PPE. PPE should be provided by the PCBU. Most ports should have PPE stored on site or easily accessed.</p> <p>If there is a requirement for crew to make final checks of refrigerated containers, this will only be done after crew notify stevedores to disembark the vessel or gather at pre-determined muster point.</p> <p>Vessel crew will only move along seaside and stevedores can only move on shore-side, no contact with any stevedores.</p>	<p>Communication via radio equipment or other forms of communication devices to ensure no physical contact with stevedores.</p> <p>If muster point used, one is to be designated fore and aft.</p>
<b>#13 Emergencies</b>	Port	<p>Only essential services shore-based personnel are likely to be allowed onboard a vessel to perform required jobs, including safety and health-related activities e.g. emergency exceptions and repair of reefer malfunctions.</p> <p>Shore-based personnel who board vessels are not likely to be allowed to use vessel toilet and no drinking/eating of vessel water/food.</p> <p>Where practicable (noting preservation of life comes first), essential services shore-based personnel to don PPE and to ensure personal hygiene when working on-board.</p> <p>Ports should also refer to their Public Health Emergency Contingency Plans.</p>	<p>Stevedores will only board vessel for container lashing activities and guidance of quay crane operations. Upon completion, immediate disembarking is required.</p> <p>PPE as per any requirements and best practice however noting emergency services will likely have additional PPE requirements as per PCBU's risk assessment.</p>
<b>#14 Reprovisioning of vessel supplies, including water lines</b>	Vessel agent	<p>Provision and supplies are scheduled to be loaded on board the vessel will be timed for delivery either <u>before</u> cargo operations have commenced, OR at the <u>completion</u> of cargo operations.</p> <p>During this period, it is to be done contactless where there will be no</p>	<p>Provide contactless means of document endorsement. If not feasible, place document on the gangway for vessel crew to pick up.</p>

Process	Process owner & lead	Safe management measures	Remarks
		<p>contact between vessel crew and vessel suppliers.</p> <p>No crowding of vessel crew, and crew are to return to vessel accommodation after lifting operations are completed.</p> <p>All items that lift up to vessel can be taken back - including safety nets, ropes and pallet. However, all items taken back should be sanitised by the vessel suppliers.</p>	
<b>#15 Bunkering</b>	Vessel agent	<p>Essential activities, e.g. bunkering operations or crew change, with safe management measures put in place are allowed.</p> <p>All personnel including vessel crew are to follow best practice for workers aboard affected vessels.</p>	
<b>#16 Communication</b>	Stevedoring company, support from agent	<p>Shipping lines or terminals will provide communication equipment to communicate with vessel crew.</p> <p>Foreperson/supervisor will ensure that disinfection of communication equipment is being carried out.</p>	
<b>#17 Disposal of PPE</b>	Port and stevedoring company	<p>Used PPE should not be put in pockets or disposed of anywhere other than a designated disposal bins (provided by the PCBU). These will be in place in the following locations:</p> <ul style="list-style-type: none"> <li>• bottom of the gangway (preferred disposal point)</li> <li>• near pre-determined location.</li> </ul>	
<b>#18 Managing personnel boarding/visiting vessel</b>	Vessel agent	<p>The agent should require a record of who goes on board the vessel for any reason while the vessel is under quarantine.</p> <p>Only personnel authorised by a Medical Officer of Health or Health Protection Officer, other than those listed under s99 clause 1(b) of the Health Act 1956, can board a vessel liable to quarantine.</p>	

**Plan developed in consultation between the following companies and presented by the ship's agent or operator to the Medical Officer of Health or Health Protection Officer.**

<b>Insert Shipping Agency/Line</b> Represented by XXX	_____	___/___/___
	Signature	
<b>Insert Vessel Master name</b> Represented by XXX	_____	___/___/___
	Signature	
<b>Insert Stevedoring Company</b> Represented by XXX	_____	___/___/___
	Signature	
<b>Insert Port Company</b> Represented by XXX	_____	___/___/___
	Signature	
<b>Insert Union</b> Represented by XXX	_____	___/___/___
	Signature	
<b>Medical Officer of Health/Health Protection Officer</b> Represented by XXXXXXXX	_____	___/___/___
	Signature	
Plan agreed* by:		

\*Should the plan not be agreed, send it back for revision.

\*\*Add additional lines for any other relevant signatories and remove those not applicable.

**Note: A Medical Officer of Health or Health Protection Officer gives authorisation of the operations to go ahead, however authorisation is only necessary if the vessel is liable to quarantine under the Health Act 1956.**

Medical Officer of Health/Health Protection Officer comments:

## APPENDIX 2: COMMUNICATION PLAN - TEMPLATE

### Contact Points

The following personnel should be contactable at all times throughout the vessel's operation:

- A direct point of contact to the vessel's Duty Officer (local mobile phone – provided by the Vessel Agent)
- A direct point of contact to the Stevedores (either Supervisor or Foreperson)
- A direct point of contact to the designated Customs Duty Officer on the vessel, if applicable
- A direct point of contact to the Agent/Shipping Line designated person(s)
- Local PHS (Health Protection Officer)

*\* Primary contact points have been outlined along with others in the Key Contacts list below in (Appendix 4)*

### Coordination and communication of crew and stevedore movement

To be developed between vessel agents, stevedoring company and port at time of event.

### Daily Operations Meetings

Operations meetings should take place on a regular basis (suggest 24-hour period or during daily tool-box meeting) confirming the following:

- Work completed last 24 hours
  - Stevedoring operations completed
  - Crew operations on the vessel
  - Observations or Issues to report (Customs)
- Work intentions next 24hours
  - Stevedoring operations
  - Intended crew operations, including task, timing and location
  - Other points of interest

\*Additional meetings should be held at short notice where any issues are identified, should they be required.

\*\*Meetings should be formally minuted and provided to all parties within 4 hours of the meeting being conducted. Whoever runs the meetings will be responsible for taking and distributing the minutes.

Recommended attendees:

- a.
- b.
- c.
- d.
- e.
- f.
- g.
- h.

## Point of Contact List - Template

- **NPHS**
  - Add details here
- **Stevedores**
  - Add details here
- **Crew**
  - Add details here
- **Shipping Line**
  - Add details here
- **Customs**
  - Add details here
- **Maritime Union of New Zealand**
  - Add details here
- **Rail and Maritime Transport Union New Zealand**
  - Add details here
- **Ports of XX**
  - Add details here
- **Maritime NZ**
  - Add details here
- **Vessel Agent**
  - Add details here
- **Harbour Master**
  - Add details here
- **Seafarer welfare board**
  - Add details here

## APPENDIX 3: TEMPLATE FOR PILOTAGE PROCESS

### TO MANAGE A QUARANTINABLE DISEASE DURING OPERATIONS OF VESSELS

#### **Pilotage of all high-risk vessels**

First check if pilotage can be done remotely. If not, on vessels where cases of a quarantinable disease are known or suspected, PPE is required to be worn.

Pilot discretion still applies. However, it should be employed in conjunction with enhanced physical distancing, increased ventilation of bridge (if applicable) and be exercised with caution.

Due to the complexity of pilotage and interactions with various safety risks, it is important to consider how the following factors, among others, may affect the ability of the pilot to safely navigate the vessel.

- Time of day
- Weather (wind, sea conditions, swell, etc.)
- Ability to use appropriate PPE (may be dependent on visibility, weather, and sun angle)
- Rank or position of crew with a suspected or confirmed quarantinable disease
- Whether unwell crew are quarantining/isolating, and if this will affect handling of the vessel.

**In cases where pilotage cannot be conducted safely, due to conflicts that arise with the use of PPE and any of the above factors, the PCBU and pilot should consider whether it cannot be safely conducted at all, or if it needs to be delayed.**

The [Communicable Disease Control Manual](#) provides national guidelines to support with the prevention and control of notifiable diseases. In addition to information on the mode of transmission and control measures, it will also provide close contact definitions.



## Template for pilotage of vessels - for completion

Vessel particulars		
Vessel name		
IMO Number		
Applicable port		
ETA		
Subsequent port calls (please list, if applicable)		
Applicable to all pilotage phases		Infection prevention and control (IPC) measures are required at all phases of the pilotage process. Further information can be found on the <a href="#">Infection prevention and control</a> health page, but depending on the disease and the level of outbreak, this information may be superseded by specific requirements, legislation or guidance at the time.
Ref	Pilotage phase	Best practice measures
#1	Pre-arrival	<p>Communication to Master:</p> <ul style="list-style-type: none"> <li>• Crew to maintain physical distance at all times unless required for operational or safety reasons</li> <li>• Request all crew to wear correct PPE and practice good hand hygiene</li> <li>• Request base requirement crew in bridge during pilotage</li> <li>• Marked off designated area and equipment for pilot that have been cleaned and disinfected. Cleaning must include a wipe down of all hard surfaces such as tables, doors, handles, and equipment</li> <li>• Request any unwell non-essential bridge crew isolate in cabin</li> </ul> <p>Ports communicate digital version of Master-Pilot exchange to limit paperwork carried on board, where practicable.</p> <p><b>Other considerations</b> - if applicable</p> <ul style="list-style-type: none"> <li>- Vaccination status of pilot</li> <li>- Vaccination status of crew and in particular, bridge crew.</li> </ul> <p>If the Master is unwell there may be consideration around which crew members are qualified to stand in. If the bridge is large enough, it may be possible for the Master to conduct enhanced physical distancing throughout the operation.</p>
#2	Pilot launch shore base to vessel	Pilot to remind Master prior to boarding about crew maintaining physical distancing <b>at all times</b> .
#3	Pilot ladder climb	Pilot to remind Master prior to boarding about crew maintaining physical distancing at all times. Where any pilot equipment is carried by crew, request this is limited to designated crew member. Request they practice good hand hygiene prior to handling equipment.

#4	Arrival main deck first crew interaction	Designated area for donning PPE, if not done prior to boarding (to maintain physical distancing).
#5	Transit to bridge	External access to bridge where practicable.  If pilot uses lift, request no crew accompany them.
#6	Arrival to bridge and master pilot exchange	<ul style="list-style-type: none"> <li>• Physical distancing</li> <li>• Paperwork done in advance</li> <li>• Minimising close contact</li> <li>• Crew wearing PPE</li> <li>• Open both bridge wing doors</li> </ul>
#7	Navigation	<ul style="list-style-type: none"> <li>• Where practicable navigate from outside the bridge</li> <li>• Minimise use of vessels equipment (binoculars, radio, radar, ECDIS)</li> </ul>
#8	Approach and berthing	<ul style="list-style-type: none"> <li>• Physical distancing</li> <li>• Paperwork done in advance</li> <li>• Minimising close contact</li> <li>• Crew wearing PPE</li> </ul>
#9	Transit from bridge to main deck	As per reference #5
#10	Pilot vehicle: vessel to shore bridge	<p>Practice good hand hygiene</p> <p><b>If disembarking at pilot boarding ground,</b> pilot to properly dispose of PPE once entering the cabin. Lifejacket, helmet, goggles, and pilot backpack to be properly disinfected on return to wharf.</p> <p><b>If disembarking at gangway,</b> pilot to properly remove all PPE and dispose of this prior to entering the vehicle or walking from the berth.</p>
<b>Notes</b> <ol style="list-style-type: none"> <li>1. Once vessel is alongside, there may be situations where a vessel must be piloted to relocate vessel. Ensure there is a plan in case if this situation arises. This may be a more important consideration depending on the port and terminal types.</li> <li>2. Minimum safe manning levels need to be maintained at all times. Harbour master, vessel agent, vessel owner and Flag State must be involved in any changes to crewing levels.</li> <li>3. There may be conditions where pilotage of these vessels is restricted due to weather conditions, visibility, or complex navigational tasking. In these instances where full PPE must still be worn, the consideration should instead turn to whether pilotage can be safely conducted at all.</li> </ol>		

**Plan developed in consultation between (remove those not applicable):**

**Insert Port Company**

Represented by XXXXXXXX

\_\_\_\_\_/\_\_\_\_/\_\_\_\_

Signature

Add additional for any other relevant signatories.

\*\*\*\*\*

**Plan agreed\* by:**

**Medical Officer of Health/Health Protection Officer**

Represented by XXXXXXXX

\_\_\_\_\_/\_\_\_\_/\_\_\_\_

Signature

\*Should the plan not be agreed, send it back for revision.

**Note: A Medical Officer of Health or Health Protection Officer gives authorisation for pilotage to go ahead, however authorisation is only necessary if the vessel is liable to quarantine under the Health Act 1956.**

Medical Officer of Health/Health Protection Officer comments:

## APPENDIX 4: KEY CONTACTS

BORDER AGENCY ON-CALL CONTACTS			
<b>NZ CUSTOMS</b>	Integrated Targeting and Operations Centre	0508 ITOCOPS	<a href="mailto:ITOCOperationsCentre@customs.govt.nz">ITOCOperationsCentre@customs.govt.nz</a>
	National Contact Centre	0800 428 786 09 886 4651	
<b>HEALTH NZ</b>	Environmental and Border Health	Business hours 0800 855 066	<a href="mailto:notifyenvhealth@tewhatuora.govt.nz">notifyenvhealth@tewhatuora.govt.nz</a>
	Integrated Targeting and Operations Centre		<a href="mailto:ITOC@tewhatuora.govt.nz">ITOC@tewhatuora.govt.nz</a>
	Public Health Emergency Management Team	24/7 on-call phone 021 514 725	<a href="mailto:phemt.spoc@tewhatuora.govt.nz">phemt.spoc@tewhatuora.govt.nz</a>
<b>MPI</b>	National Operations Centre	027 801 5590	<a href="mailto:NOC@mpi.govt.nz">NOC@mpi.govt.nz</a>
<b>MoT</b>	TRT SPOC - Resilience and Security Team	022 015 0688	<a href="mailto:TRT@transport.govt.nz">TRT@transport.govt.nz</a>
<b>MFAT</b>	Includes after hours answer service	04 439 8000	
<b>MNZ</b>	After hours call centre	0508 225 522	
<b>MBIE</b>	INZ Border	09 277 1250	<a href="mailto:INZBorder@mbie.govt.nz">INZBorder@mbie.govt.nz</a>
	Manager Operations Response (INZ)	04 901 8164	<a href="mailto:INZIncidentResponse@mbie.govt.nz">INZIncidentResponse@mbie.govt.nz</a>

## NATIONAL PUBLIC HEALTH SERVICE (NPHS) – PORT CONTACTS

Northland	Business hours (09) 430 4100 After hours (09) 430 4100	<a href="mailto:oncallhpo@northlanddhd.org.nz">oncallhpo@northlanddhd.org.nz</a>
Auckland	(09) 623 4600 (24 hours)	<a href="mailto:ARPHS.HPO@adhb.govt.nz">ARPHS.HPO@adhb.govt.nz</a>
Toi te Ora (Bay of Plenty)	0800 221555 (24 hours)	<a href="mailto:Health.Protection@bopdhd.govt.nz">Health.Protection@bopdhd.govt.nz</a>
Taharoa (Waikato)	Business hours (07) 838 2569 After hours 021 999 521	<a href="mailto:Health.Protection@waikatodhd.health.nz">Health.Protection@waikatodhd.health.nz</a>
Hauora Tairāwhiti (Gisborne)	Business hours (06) 869 1311 After hours 027 4407 239	<a href="mailto:Health.protection@tdh.org.nz">Health.protection@tdh.org.nz</a>
Taranaki	Business hours (06) 753 7798 After hours (06) 753 7798 (non-urgent) AH 027 242 6271 (urgent calls only)	<a href="mailto:health.protection@tdhd.org.nz">health.protection@tdhd.org.nz</a>
Napier/Hawkes Bay	Business hours (06) 878 8109 After Hours (06) 878 8109	<a href="mailto:HB-Nphsborder@tewhatuora.govt.nz">HB-Nphsborder@tewhatuora.govt.nz</a>
Wellington	Business hours (04) 570 9002 After hours (04) 570 9007	<a href="mailto:healthprotection@huttvalleydhd.org.nz">healthprotection@huttvalleydhd.org.nz</a>
Nelson/Marlborough	Business hours (03) 546 1537 After hours (03) 546 1800	<a href="#">NM-NPHS-</a> <a href="mailto:PortHealth@tewhatuora.govt.nz">PortHealth@tewhatuora.govt.nz</a>
Canterbury/Lyttelton, Akaroa, Kaikoura	Business hours (03) 364 1777 1st On Call HPO 027 434 8104 2nd On Call HPO 027 382 6535	<a href="#">CW-NPHS-</a> <a href="mailto:OnCallHPO@tewhatuora.govt.nz">OnCallHPO@tewhatuora.govt.nz</a>
Primeport Timaru	Business hours (03) 687 2600 After hours 0274 975 249	<a href="#">CW-NPHS-</a> <a href="mailto:OnCallHPO@tewhatuora.govt.nz">OnCallHPO@tewhatuora.govt.nz</a>
Southern	Business hours (03) 476 9800 After hours (03) 474 0999	<a href="#">SO-NPHS-</a> <a href="mailto:OnCallHPO@tewhatuora.govt.nz">OnCallHPO@tewhatuora.govt.nz</a>

## PORTS – KEY CONTACTS

### Northland Region

Northland Regional Council - 24/7 Duty Officer	0800 504 639	
Northport - Main Line	09 432 5010	

### Auckland Region

Auckland Regional Council - Main Line	09 366 2000	
Auckland Transport - Duty Officer Harbour Control	09 348 5200	
Ports of Auckland - Main Line	09 366 0055	
Auckland Transport - 24/7 Duty Officer	09 362 0397	

### Bay of Plenty Region

Port of Tauranga - Main Line	07 572 8899	
Bay of Plenty Regional Council - 24/7 Duty Officer	0800 556687	

### Waikato Region

Waikato Regional Council - Main Line (24/7)	0800 800 401	
Waikato Regional Council Emergency Management Office(24/7)	07 981 4448	

### Taranaki Region

Taranaki Regional Council - Main Line	06 765 7127	
Port Taranaki - Main Line	06 751 0200	

### Gisborne Region

Eastland Port - Main Line	06 868 5129	
Gisborne District Council - Main Line	06 867 2049	

### Hawke's Bay Region

Hawke's Bay Regional Council - Main Line	06 835 9200	
Port of Napier - Main Line	06 833 4400	

### Manawatu-Whanganui Region

Horizons Regional Council - Main Line	06 9522 800	
Whanganui Port	06 344 7684	

### Wellington Region

Greater Wellington Regional Council - Main Line	0800 496 734	04 830 4160
CentrePort - Main Line	04 495 3800	customerservices@centreport.co.nz
Greater Wellington Regional Council Harbourmaster's Office 24/7 Numbers	04 830 4160 04 388 5470 A/H	harbours@gw.govt.nz

<b>Marlborough Region</b>		
Port Marlborough New Zealand - Main Line	03 520 3399	
Marlborough District Council 24/7 Number (Harbourmaster)	03 520 7400	mdc@marlborough.govt.nz
<b>Nelson Region</b>		
Port Nelson - Main Line	03 548 2099	
<b>Tasman Region</b>		
Tasman District Council - 24/7 Number	03 543 8400	
<b>West Coast Region</b>		
West Coast Regional Council - Main Line	03 768 0466	
Buller Port Services - Main Line	03 788 8086	
Grey District Council - Main Line	03 769 8600	info@greydc.govt.nz
Port of Greymouth - Main Line	03 768 5666	port@greydc.govt.nz
<b>Canterbury Region</b>		
Environment Canterbury - Main Line (Christchurch Office)	03 365 3828	
Environment Canterbury - Main Line (Kaikoura Office)	03 319 5781	
Environment Canterbury - Main Line (Timaru Office)	03 687 7800	
Lyttelton Port Company - Main Line	03 328 8198	
PrimePort Timaru - Marine Manager	03 687 2726 027 216 8378	Andrew Pye andrewp@primeport.co.nz
Environment Canterbury Maritime Duty Officer (24/7)	03 328 9168	
<b>Otago Region</b>		
Otago Regional Council - Main Line	03 474 0827	
Port Otago - Main Line	03 472 7890	
<b>Southland Region</b>		
Environment Southland - Main Line	03 211 5225	
South Port - Main Line	03 212 8159	
<b>Chatham Islands</b>		
Chatham Islands Council - Harbourmaster	027 305 0123	Joshua (Joss) Thomas harbourmaster@chathamislands.govt.nz
Chatham Islands Council - Port Manager	03 305 0585	portmanager@cietrust.co.nz

## APPENDIX 5: PROCESS MAP

