Ministry for Primary Industries
Manatū Ahu Matua

Guidance Document

Guidance Document for the development of Craft Risk Management Plans for Vessels

Operating under Craft Risk Management Standards for Biofouling and Vessels

6 April 2018

A guidance document issued by the Ministry for Primary Industries

New Zealand Government

Title

Guidance Document: Guidance Document for the development of Craft Risk Management Plans for Vessels

About this document

This guidance document provides best practice guidance and recommendations to owners, operators and persons in charge of craft developing Craft Risk Management Plans. It has been issued to accompany the following Ministry for Primary Industries. Standards: the Craft Risk Management Standard for Biofouling and the Craft Risk Management Standard for Vessels.

This guidance document is not legally binding. It may be read independently of the standards but it should be read in conjunction with them to ensure that all matters relating to the arrival of craft in to NZT are fully understood.

Related Requirements

Craft Risk Management Standard for Biofouling.

Craft Risk Management Standard for Vessels

Document history

Version Date	Section Changed	Change(s) Description
6 April 2018		

Contact Details

Ministry for Primary Industries (MPI)
Regulation & Assurance Branch
Plants, Food and Environment Directorate
Biosecurity and Environment Group
PO Box 2526
Wellington 6140

Email: standards@mpi.govt.nz

Disclaimer

This guidance does not constitute, and should not be regarded as, legal advice. While every effort has been made to ensure the information in this guidance is accurate, the Ministry for Primary Industries does not accept any responsibility or liability whatsoever for any error of fact, omission, interpretation or opinion that may be present, however it may have occurred.

Copyright

Contents

Page

1 Purpose

This document provides best practice guidance, information and recommendations to help in the development of Craft Risk Management Plans (CRMP) for vessels, in order to meet the requirements of the Craft Risk Management Standards (CRMS) for Vessels and Biofouling.

2 Background

CRMSs are biosecurity regulations for all craft coming into NZ. A CRMS is implemented to manage the biosecurity risks associated with craft such as vessel biofouling. MPI has developed two standards that aim to manage and/or reduce the presence of biosecurity risks before craft (vessels) arrive into NZ Territory (NZT). These are:

CRMS for Biofouling, which aims to reduce vessel biofouling by requiring vessels to take preventative measures to maintain a clean hull before they arrive into NZT;

And,

CRMS for Vessels, which aims to reduce the presence of on-board pests by requiring measures, such as obtaining a certificate of freedom of Asian Gypsy Moth (AGM), to be taken prior to arrival in NZT.

Compliance with the CRMSs can be achieved using the following measures:

CRMS for Biofouling

a) Ensuring the hull is clean by:
    i) cleaning the hull within a 30 day period prior to arriving in NZT and providing MPI with documentation confirming that cleaning has occurred;
    or,
    ii) conducting continual hull maintenance using best practice actions, such as those outlined in the International Maritime Organisation (IMO) biofouling guidelines, and providing MPI with documentation that management has occurred;
    or,
    iii) conducting an MPI-approved hull and niche area treatment within 24 hours of arriving in NZT and providing MPI with documentation of the scheduled treatment.

CRMS for Vessels

a) Ensuring that the vessel is as free as possible of pests and potential pest habitats like food waste, soil and standing water.
b) Obtaining a Certificate of Freedom for Asian Gypsy Moth (AGM) if the vessel has been to China, Japan, Korea or the Russian Far East during their spring and summer months.
c) Securing all waste on-board the vessel.

The measures that an operator (or person in charge) of a vessel (the "operator") chooses to meet the CRMSs should be determined by the operational profile and the itinerary of the vessel.

Short-stay vessels such as commercial vessels are encouraged to meet the CRMS for Biofouling through continual maintenance of the hull using best practice principles. Short-stay vessels are also encouraged to meet the requirements of CRMS for Vessels by ensuring that the vessel is as clean as possible, and therefore, is free of biosecurity contaminants and regulated pests, and all other risk goods on-board are secured. Short-stay vessels are subject to less stringent requirements because they are only visiting approved places of first arrival (PoFAs), which are ports that have the facilities to manage biosecurity risks should the need arise, and are in NZT for short periods of time only.

Vessels staying for longer than 20 days, one-off vessels, slow moving vessels, vessels with unique profiles, or those that are visiting places that are not PoFAs (for example, Fiordland), are encouraged to meet the CRMS for Vessels by removing all risk goods from the vessel at the PoFA, and to meet the CRMS for Biofouling by cleaning the entire hull and niche areas within 30 days of their arrival in NZT. This is because these vessels are only permitted to have a slime layer or goose barnacles on the hull. This is in order to reduce the risk of anything on the hull reaching maturity and being able to reproduce, and to ensure that no risk goods are transported outside of approved areas while the vessel is in NZT.

3 Craft Risk Management Plans

In certain circumstances, an operator may not be able to meet the requirements of either or both of the CRMSs by following the measures described in them. In these cases the operator can develop a CRMP.

These CRMPs must meet the desired effect or outcome of MPI's vessel requirements (including the clean hull thresholds and risk good storage or removal) but may use a different method to do so. The CRMP must outline the ways the risks identified by the two CRMSs will be managed.

The operator can submit a CRMP for a vessel or fleet of vessels to MPI for consideration. Given their unique operational profiles, MPI expects cruise vessels, some fishing vessels and project vessels would be the main type of craft which would require a CRMP.

4 Specific guidance for different vessel types

4.1 CRMPs for cruise vessels

Many cruise vessels arriving in NZT intend to visit places that are not PoFAs (non-PoFAs) in areas of high ecological significance, and the majority of them will fall under the "long-stay" category in both CRMSs. Due to the higher risk associated with long-stay vessel itineraries, vessels falling under this category must adhere to stricter requirements (such as only being allowed a slime layer and gooseneck barnacles as fouling). MPI is willing to work with cruise operators to approve CRMPs to avoid disruption to planned schedules and/or restrictions on non-PoFA visits. CRMPs must be approved by MPI prior to the arrival of a vessel in NZT, and approval can apply either to a single vessel, or multiple vessels in an operator's fleet.

4.1.1 CRMS for Biofouling

Long-stay vessels are encouraged to clean or treat the hull within a 30 days period prior to arrival in NZT in order to comply with the CRMS. However, MPI recognizes that it may not be possible for cruise vessels to be cleaned prior to every arrival into NZ. In lieu of meeting the standard this way, cruise vessel operators may choose to develop a CRMP that outlines alternative ways the vessel will manage biofouling to the appropriate biofouling threshold.

Many cruise lines already use best practice principles when maintaining their vessels' hulls, so a CRMP should not entail much more than what most well-maintained vessel operators do already. For example, a vessel operator may propose a CRMP that entails maintaining their hull through best practice principles, plus some additional maintenance before beginning the cruise season in NZ. CRMPs are flexible and can include any combination of best practice actions as long as these are sufficient to manage biofouling to MPI's minimum standards. As an example, a CRMP might include the following information:

a) Each vessel in the fleet needs to carry carries a Biofouling Management Plan (BFMP) that sufficiently addresses all hull and niche areas and details how the vessel operator will manage biofouling.
b) Each vessel in the fleet maintains a Biofouling Record Book detailing all of the biofouling management activities undertaken by the vessel operator.

c) The operator of each vessel in the fleet plans a hull inspection within a 30 days period prior to the beginning of the cruise season in NZ, and cleans any part of the hull fouled in excess of the "short-stay" threshold requirements.

4.1.2 CRMS for Vessels

Long-stay vessels are required to have all risk goods removed and to be free of biosecurity contaminants and regulated pests (including obtaining a Certificate of Freedom for AGM if applicable) and to obtain a certificate of compliance with the CRMS before they depart from the PoFA.

MPI recognises that it may not be possible for cruise vessel operators to remove all risk goods (such as food stores and passenger belongings) from the vessel as some are required for normal cruise vessel operation. In lieu of meeting all the requirements of the CRMS, cruise vessels operators may choose to develop a CRMP that outlines acceptable alternative ways the vessel can manage the biosecurity risks covered by the CRMS.

4.2 CRMPs for NZ's domestic fishing fleet

Domestic fishing vessels are unique in that they spend extended periods of time at sea, only coming into port periodically, and for varying lengths of time. It is also important to note that these vessels trigger CRMS actions at different stages. For example, all vessels that enter NZT trigger the CRMS for Vessels, but only vessels that visit another country's territorial waters trigger requirements of the CRMS for Biofouling upon arrival in NZT.

4.2.1 CRMS for Biofouling

Due to their unique profile, fishing vessels may have difficulty meeting the requirements of the CRMS by displaying best practice hull maintenance principles or cleaning prior to arrival. MPI encourages operators of NZ's domestic fishing fleet to meet the new requirements by developing a CRMP which outlines equivalent but different measures by which operators will manage biofouling to the appropriate biofouling threshold.

A CRMP can include any combination of actions that sufficiently manage biofouling in hull and niche areas of a vessel to the appropriate biofouling threshold. By contrast, it may be a series of agreements that fishing vessels will not enter the territory of another country, or spend any more time than 7 days idle in an overseas port. CRMPs must be approved by MPI prior to the arrival of a vessel in NZT, and can apply either to a single vessel, or multiple vessels in an operator's fleet. MPI is willing to work with the fishing industry to discuss the development of CRMPs.

4.2.2 CRMS for Vessels

MPI appreciates that most, if not all of the goods on-board these vessels will more often than not be of NZ origin. A CRMP relating to the CRMS Vessels should outline that vessels in these fleets are NZ-based and do not visit the territorial waters of another country (except under special circumstances) and therefore, all goods on-board are of NZ origin. A CRMP should also outline the procedures for vessels in the fleet should they be required to visit the territorial waters of another country, including the procedures for managing risk goods on arrival (MPI inspection for biosecurity clearance or disposal via approved system at a PoFA) and on-board pest detection and management.

4.3 CRMPs for NZ navy vessels

NZ naval vessels regularly engage in operations outside NZT and often enter the territory of another country, meaning they will trigger the requirements of both the CRMSs for Vessels and Biofouling.

4.3.1 CRMS for Biofouling

While biofouling of the NZ naval fleet can generally be maintained using continual best practice principles, the operational profile of naval vessels (irregular, itinerant schedules and often stationary for long periods of time) can mean they are more susceptible to biofouling accumulation than other vessels. This can be remedied by regular in-water inspections, and proactive grooming of slime layer accumulation on a regular schedule (for example, more regular maintenance, suited to the operational profile of the fleet). In-water inspections conducted prior to departure from a port and scheduled each time a vessel leaves (either from NZT, or an overseas port where they have been working), can give additional assurance that NZ navy vessels have been regularly maintained and are low risk when they arrive back into NZT. A CRMP developed by the NZ Navy, with assistance and approval from MPI can give additional assurance when they arrive that their vessels are low risk and that their inspection and cleaning programme is working effectively.

4.3.2 CRMS for Vessels

MPI appreciates that the majority of the goods on-board NZ navy vessels will be of NZ origin, however some equipment may have been used in other countries territories or waters, and food stores may be from elsewhere. In addition, some vessels may visit ports where high risk species are known to become associated with vessels such as source countries of AGM. A CRMP relating to the CRMS for Vessels should outline the procedures for the vessels in the fleet that don't visit the territorial waters of another country and the procedures for vessels that do. The CRMP should include the procedures for managing risk goods on arrival (MPI inspection for biosecurity clearance or disposal via approved system at a PoFA) and on-board pest detection and management.

4.4 Compliance

In order to prove compliance with the standard under a CRMP, vessel operators will have to provide evidence that they have followed the approved CRMP and make it available for MPI upon request. In this way, CRMPs can provide assurance of compliance to vessels, while satisfying MPI that the biofouling risk has been sufficiently managed. Vessels that operate under CRMPs will be subject to periodic compliance audits.

Example of what a Biofouling CRMP would look like, for each vessel class

Commercial Container Vessel
- Short stay- staying for 3 days and visiting approved ports
- Meets CRMS by doing continual maintenance using best practice

Complies with the Biofouling Standard by doing continual maintenance

Biofouling Management Plan & Record Book (or evidence of best practice)

Cruise Vessel
- Long stay- staying for 4 days but visiting Milford Sound (non-approved port)
- Can meet threshold by doing continual maintenance using best practice but needs to give added assurance for long-stay threshold

Domestic fishing vessel
- Long stay. Home port is Tauranga but occasionally visits Pacific Island Port
- Can meet threshold by doing continual maintenance using best practice but needs to give assurance fouling is only domestic

Domestic navy vessel
- Long stay. Home port is Tauranga but occasionally visits Pacific Island Port
- Can meet threshold by doing continual maintenance using best practice but needs to give assurance fouling is only domestic

Comply with the Biofouling Standard by developing an MPI approved Craft Risk Management Plan

Craft Risk Management Plan

Biofouling Management Plan & Record Book (or evidence of best practice)

Hull inspection before departure for start of cruise season

Craft Risk Management Plan

Biofouling Management Plan & Record Book (or evidence of best practice)

Agreements to not visit an overseas port for longer than 7 days

Agree to manage biofouling if idle in overseas port for longer than 20 days

Craft Risk Management Plan

Biofouling Management Plan & Record Book (or evidence of best practice)

Agreements to clean or inspect vessel prior to departure and to manage biofouling if idle in overseas port for longer than 20 days

5 Applying for a Craft Risk Management Plan

In order to apply for a CRMP, the following should be submitted to standards@mpi.govt.nz:

1. A completed CRMP application form (Appendix 1)
2. A proposal for the vessel/fleet's CRMP (see Section 5.1 and Appendix 2 for specific guidance for preparing your proposal)
3. Copies of BFMPs and any other documentation to be submitted as part of the CRMP

Applications may be prepared by the vessel owner/operator, another member of your organisation (for example, environmental manager), or by a third party. However, the vessel owner/operator is responsible for ensuring that vessels follow the CRMP once it is approved.

Once the application has been received, MPI will review the proposal and respond with any changes that might need to be made in order for the CRMP to be approved. Applications will take at least 30 days to review. MPI cannot guarantee that any late applications will be reviewed and approved sooner than 30 days, which may result in delays and disruptions to the applicant. Once approved, each vessel under the CRMP must submit documentation proving that it has followed the actions outlined in the CRMP prior to entering NZT in order to comply. CRMPs will be valid for a finite amount of time based on the actions outlined in the application and the vessel's operating profile. Following a CRMP's expiration, another updated CRMP may submitted for consideration, or the vessel operator may request that MPI review the plan for re-approval.

Charges and fees

All applications will incur a time-calculated charge of eight hours of work as a deposit for application processing. This will include: biosecurity assessment, advice, or the continuation of work previously requested.

If the application is complicated and cannot be processed within the eight hours, MPI will contact the applicant to discuss whether they would like MPI to continue processing the application.

MPI's application processing deposit will not be refunded should the applicant choose to withdraw the application or should the applicant not be successful.

MPI is unable to give an estimate or quote for the final charge of any application due to the variability of time needed to assess each application. Where necessary, MPI will charge per 15 minute increments over and above the initial 8 hours.

Hourly charges: NZ$ 117.61 (including GST)

5.1 Preparing your proposal

The CRMP proposal is the most important part of the application as it details the specific management actions the vessel has been subjected to in order to manage the risks to an acceptable level. The proposal should outline specific management actions and the timeframes under which each will performed. The proposal should also indicate what types of records will be retained by the vessel to prove that it has followed the approved CRMP.

Information that an applicant should submit in their proposal, includes, but is not limited to:

1. Maintenance and voyage history of individual craft or fleet.
2. Typical operating profile of individual craft or fleet.
3. Identification of the main biosecurity risks posed by the individual craft or fleet.
4. Outline the measures the operator will take to mitigate the risks posed by individual craft or fleet.

5. Proposed length of time the CRMP will be valid (for example, number of seasons). This will ultimately be decided at MPI's discretion based on the actions outlined in the CRMP and the vessels' operating profiles.
6. Record keeping and reporting.

A template for CRMP proposals is included in Appendix 2 to this document (MPI is available to provide advice on CRMP proposals during the application process).

6 Frequently Asked Questions

What is the difference between a Biofouling Management Plan and a Craft Risk Management Plan?

A Biofouling Management Plan (BFMP) outlines the specific actions a vessel will undertake to manage biofouling. If the intent is to meet the requirements through continual maintenance*, developing and maintaining a BFMP and record book is a good way to demonstrate compliance. This will show that the vessel's hull has been maintained using best practice management principles. The BFMP should be specific to the vessel including a diagram of the vessel and niche areas, and should include a corresponding record book detailing biofouling management activities undertaken. This should include:

1. Details and certificates for antifouling system coatings.
2. The results (such as a diver report or photos) of a recent in-water inspection.
3. Evidence of the installation and use of appropriate marine growth prevention systems in niche areas.
4. Contingency plans for when the vessel operates outside of its operating profile (for example, when the vessel has been stationary for an extended period of time).

* MPI primarily recommends this as an appropriate option for short-stay vessels. Long-stay vessels must meet stricter biofouling requirements and will need to have their hull and niche areas cleaned before arrival into NZT, in order to meet the biofouling threshold.

CRMPs: In certain circumstances, an operator may not be able to meet the biofouling requirements by following best practice principles and/or developing a BFMP, cleaning prior to arrival, or using an approved treatment. In these cases, the operator can develop a CRMP. This CRMP must meet the desired effect of MPI's biofouling requirements but may use a different method to do so. The CRMP must outline the ways the biofouling risk will be managed. The operator can submit a CRMP to MPI for approval. Please contact MPI to help determine if a CRMP is appropriate for the vessel or fleet.

What must a vessel have on-board (Biofouling Management Plan, Craft Risk Management Plan or both)?

Neither a BFMP nor a CRMP are required for compliance with the CRMS for Biofouling. However, carrying one may facilitate compliance for the vessel. A BFMP and record book are recommended if it is intended for the vessel to meet the CRMS requirements by following and demonstrating best practice principles, as they are useful to have in order to show how the vessel's hull is maintained when the vessel arrives. Creating a BFMP for the vessel is also recommended in the International Maritime Organisation guidelines for biofouling.

A CRMP is only recommended for vessels that cannot meet the CRMS through one of the recommended methods (for example, demonstrating best practice principles or cleaning prior to arrival). Note that a CRMP may include a BFMP and record book if this suits the vessel, in addition to outlining any other management activities required to meet the CRMS. In this case, the vessel must carry the CRMP, which will inherently include a BFMP.

Do Biofouling Management Plans and Craft Risk Management Plans have to be approved?

A CRMP must be approved by MPI before you depart for NZT.

BFMPs do not need to be approved by MPI.

However, the BFMP should include the appropriate evidence that continual maintenance using best practices has been carried out, such as antifouling certificates and the results from any in-water cleaning from a verifiable third-party service provider. Having the appropriate documentation will limit any delays upon entry to NZT.

Can a Biofouling Management Plan and Craft Risk Management Plan be merged into one plan?

If the vessel is to meet the requirements of the CRMS for Biofouling by following best practice principles and has a BFMP, then it is not mandatory to have a CRMP. The documents should be kept separate and should not be merged into one plan. However, while they are two separate documents, a BFMP may fall under a CRMP. For example, cruise vessels must meet the long stay requirements to visit pristine areas that are not PoFAs. However, it is not always feasible for a cruise vessel to clean 30 days prior to arrival every time it comes into NZT.

In lieu of meeting the CRMS this way, vessel or fleet operators may choose to develop a CRMP that outlines alternative ways they will manage biofouling. Their plan may specify that they will clean every season before they depart for NZT, and that they will keep a detailed BFMP and record book. In this case, a CRMP may require similar documentation, or evidence, as a BFMP. Please contact MPI for advice before developing a CRMP and see if this is the most suitable option for operation of the vessel.

Appendix 1 – Application for a CRMP

FOR BIOFOULING MANAGEMENT AND/OR VESSEL MANAGMENT

Links to associated Craft Risk Management Standards

Craft Risk Management Standard for Biofouling

Craft Risk Management Standard for Vessels

Important Information

1. All applicable parts of the form must be completed.
2. Sufficient information must be provided to describe the nature and quantity of the craft entering in NZT or arriving at a PoFA including:
    a. Last port of call.
    b. Known biosecurity risks associated with the craft.
    c. Which CRMS applies.
    d. The proposed length of time the craft will be in NZT.
    e. The proposed PoFAs/ports of call in NZT.
    f. The contact details of any persons acting on the applicant's behalf, and relevant additional information.
3. The applicant and the proposed operator must be familiar with the biosecurity requirements for the entry and arrival into NZT prior to submitting an application.
4. All the processes and procedures described in the application must show that the approved CRMP will appropriately manage the biosecurity risk associated with the entry and arrival of the craft.
5. The person nominated as a craft or vessel operator must be aware of their legal obligations under the Biosecurity Act 1993 (the Act) prior to the submission of this application and must be in a position to continually meet the roles and responsibilities of operating the proposed CRMP on a continual basis, should it be approved.
6. The entry and arrival of craft into NZT that have the potential to harbour biosecurity risks are managed by CRMSs issued by MPI under the Act.
7. Any craft may be subject to inspection to verify that they comply with the relevant standard and the relevant requirements of the Act by an MPI Inspector.
8. Compliance will be subject to verification by MPI. Any approved CRMP will be subject to audits by an MPI Inspector or third party on behalf of MPI, both scheduled and unscheduled, to verify that the craft entries and arrivals are being conducted in accordance with the approved CRMP manual and that the systems and key staff are appropriately managing the biosecurity risks.
9. No discharge of risk goods or disembarkation of persons from the craft can be initiated prior to receiving MPI approval.

Note:

All applications will incur a time-calculated charge of eight hours of work as a deposit for application processing. This will include: biosecurity assessment, advice, or the continuation of work previously requested.

If the application is complicated and cannot be processed within the eight hours, MPI will contact the applicant to discuss whether they would like MPI to continue processing the application.

MPI's application processing deposit will not be refunded should the applicant choose to withdraw the application or should the applicant not be successful.

MPI is unable to give an estimate or quote for the final charge of any application due to the variability of time needed to assess each application. Where necessary, MPI will charge per 15 minute increments over and above the initial 8 hours. Hourly charges: NZ$ 117.61 (including GST)

Type of CRMP application		
Please circle or highlight which standard your CRMP application applies to. You can find the links to each standard, below: Craft Risk Management Standard for Biofouling Craft Risk Management Standard for Vessels		
Biofouling management CRMP	Vessel management CRMP	Both
Applicant information		
Company name:		
Applicant name(s): *This person may or may not be the operator of the CRMP, (for example, environmental manager)*		
Phone:		
Mobile:		
Postal Address:		
Email:		
Operator details		
Operator name: *The person(s) responsible for the CRMP of the entire fleet (for example, fleet manager), but may not be the operator of the craft.*		
Phone:		
Mobile:		
Physical contact address of the proposed system operator:		
Email:		

Craft/fleet details								
In this section include the craft or crafts within the fleet to which the CRMP applies. Any craft/vessels excluded will not be considered as managed by a CRMP, even if they are in the same fleet. Please use one line for each vessel included in this CRMP.								
Craft type	**Craft Name**	**IMO Number**	**Registration number (if applicable)**	**Country and port of registration**	**Craft's email address**	**Name of owner or charterer**	**Gross tonnage**	**Towed craft Y/N and type**

Detailed description of proposed CRMP (operational processes and procedures)
For all craft to which the CRMP will apply: • Describe the biosecurity risks (AGM, biofouling, hitchhikers etc.) posed by the vessel that warrant a special plan • Describe the alternative ways the operator will manage biosecurity risks to the appropriate thresholds • Attach these to the application as separate documents In some cases, further information relevant to the craft may be required to complete the application (for example, operational profile of the vessel, intended PoFAs/ports of call, etc.). For more information for types of information MPI requires, please see the CRMP guidance document and associated CRMP template.
CRMP attachments
Use the section to list all the attachments relevant to the CRMP application **1.** **2.** **3.** **4.** **5.** **6.** **7.** **8.** **9.** **10.**

Applicant's Declaration

Please note this application will not be processed if form is submitted unsigned.

I/we:

1. **Declare** that the information provided in this application is true and accurate to the best of my/our knowledge.
2. **Declare** that the person nominated as the operator is fully aware of the responsibility they will have as the operator of the CRMP.
3. **Agree** to pay the application fee, regardless of issue status, and all costs associated with the arrival of the craft listed on this application.
4. **Agree** to indemnify MPI against all costs, whether commission, legal fees or otherwise, incurred by MPI or MPI's duly authorised agents relating to the recovery of any monies, goods or services owed by me/us or my company/organisation to MPI.
5. **Irrevocably authorise** any person or company to provide you with such information as you may require in response to your credit enquiries.
6. **Authorise** MPI to furnish to any third party details of this application and any subsequent dealings that I/we may have with MPI as a result of this application being actioned by MPI.

Name of applicant: **Date:**

Signature:

Name of Operator: **Date:**

Signature:

Where to Send this Application

Mail: Biosecurity and Environment Group
MPI NZ
PO Box 2526
Wellington 6140
NZ
Email: standards@mpi.govt.nz

Privacy Act 1993

The information on this form is required to enable the Director-General of the Ministry for Primary Industries, or a duly authorised delegate, to consider whether or not to issue approvals of the CRMP under the Biosecurity Act 1993.

The agency collecting and holding this information is: Biosecurity and Environment Group, Plant, Food and Environment Directorate, Ministry for Primary Industries, Pastoral House, 25 The Terrace, PO Box 2526, Wellington 6140. Ph: +64 4 894 0100.

You have rights of access to, and correction of, personal information supplied in this form as provided by the information privacy principles in section 6 of the Privacy Act 1993. In addition, it is your responsibility to ensure that your consignments and craft comply with the all the relevant Import Health Standards issued under the Biosecurity Act 1993 and any other relevant sections of the Biosecurity Act 1993.

Appendix 2 – CRMP Proposal Template

Note this template is for guidance purposes for applicants only. If you are unsure if this meets your requirements, contact MPI to discuss what your plan should cover.

TITLE: The title should clearly identify the purpose and extent of application (for example, name of vessel or fleet)

TABLE OF CONTENTS

(1) Purpose.
(2) Scope.
(3) Overview of management actions.
(4) Record keeping and evidence to be submitted to MPI.
(5) Attachments.

1 PURPOSE

Describe the purpose of the proposal, including the specific vessels or fleet to be included in the plan, and the outcomes to be achieved through the proposed management actions. Include details regarding your vessel/fleet's need for a CRMP (for example, why it is not possible for your vessel/fleet to meet the requirements of the CRMSs using the recommended actions).

2 SCOPE

Describe the scope of your plan, including:

- Identify which CRMS(s) your plan applies to.
- Specifically identify all vessels to be included in the plan (and if applying for an entire fleet, list all applicable vessels in the fleet here).
- Identify the amount of time you propose that your CRMP should remain valid.
- For biofouling CRMPs:
    - Identify the biofouling threshold you aim to meet with your management actions (for example, short-stay or long-stay).
    - Identify how your proposed plan will adequately manage the biosecurity risk related to biofouling.
- Any other specific description that is relevant in describing the scope of the system.

3 OVERVIEW OF MANAGEMENT ACTIONS

Provide detailed biosecurity management actions to be followed, including:

- Outline of the main biosecurity risks posed by your vessel/fleet.
- Description of the vessels to be included under the plan.
- For biofouling CRMPs:
    - General operating profile.
    - Average speed.
    - Average number of days at sea vs. days in port.
    - Estimated number of port visits per year.
    - Region in which the vessel or vessels generally operate.
    - Vessel diagram identifying all niche areas.
    - For applications for more than one vessel, can include a representative diagram showing all applicable niche areas.

- Application of antifouling systems.
    - Type of antifouling system(s) used.
    - Service life of chosen antifouling systems.
    - How antifouling systems will be applied (for example, dry film thickness).
    - Why the chosen antifouling system is suited to the vessel's/fleet's operating profile.
    - Antifouling maintenance plan (for example, slime layer grooming, damage repairs, etc.).
    - Documentation/evidence of antifouling systems that will be retained on-board.
- General hull maintenance.
    - Specific management actions to be undertaken to manage flat hull surfaces and waterline.
        - Frequency with which these actions will be performed.
    - Evidence/records of hull maintenance to be retained on-board.
- Niche area maintenance.
    - Specific management actions to be undertaken for all applicable niche areas (including internal niche areas such as sea chests and pipework).
        - Frequency with which these actions will be performed.
    - Marine Growth Protection Systems (MGPS).
        - Detail type of MGPS, where they are installed and how they will be used.
    - Evidence/records of niche area maintenance to be retained on-board.
- Contingency plans for hull and niche area maintenance if vessel falls out of operational profile.
    - Specific actions that will be taken to ensure biofouling is managed in all hull and niche areas following a change to operational profile
    - Evidence/records of additional maintenance to be retained on-board
- Description of staff training.
    - Identify the person(s) required to undergo biofouling management training.
    - What kind of training is conducted.
    - Ongoing staff assessments, measurements, and re-training.
    - Roles and responsibilities.

4 RECORD KEEPING AND EVIDENCE TO BE SUBMITTED TO MPI

Provide a detailed description of the records and evidence of biosecurity management that will be submitted to MPI in order to prove that the vessel or fleet have complied with the management schedule outlined in the CRMP.

This section should include:

- Location and format in which records will be kept.
- Type of records to be retained on-board.
- Position of person(s) in charge of record keeping.
- Specifications for records issued by a third party (for example, hull inspection reports).
- Format of evidence to be provided (for example, photo, video, other).

5 ATTACHMENTS

Attach any documents relevant to this application. These may include:

- A BFMP.
- A Biofouling Record Book.
- Examples of evidence or records to be provided to MPI.

List all relevant attachments on the CRMP application form.