

Identification and Inclusion of Related Shore-Based and Near Shore Activities into Maritime Safety Management System (MSMS) Code

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1. Project Formulation

This project is formulated as part of a series of projects initiated by the International Association of Maritime Universities (IAMU) in that AMC is a member. The primary objective of this study is to identify all shore-based and near shore activities which are associated with maritime operation and to codify them into a Maritime Safety Management System. This is the attempt to extend the currently existing ISM Code in order to complete the safety net in the maritime industry for the sake of “safer shipping and cleaner oceans”.

2. Expected Outputs

Upon completion the project is expected to produce the following outputs:

- To identify all shore-based and near shore activities which are associated with maritime safety management system and their safety-related mutual relationships (Action Plan 1).
- To investigate the current practices of application of safety policy and management system associated with sea-based activities among typical samples of shore-based and near shore activities identified (Action Plan 2).
- To analyse the current gaps between sea-based and shore-based activities with regards to safety management policy and system, as well as common shortcomings/deviation in implementation of safety policy and system of connecting activities between sea and shore-based operations based on risk analysis (Action Plan 3).
- To formulate expected standard working procedures of activities in the light of international safety management benchmarked with ISO guidelines (Action Plan 4).
- To investigate the expected skills and qualifications of key positions in shore-based organisations in order to satisfy and facilitate expected working procedures of activities in Maritime Safety Management System (Action Plan 5).
- To propose curricula development of various courses about Maritime Safety Management System for key positions in shore-based organisation with expected skills and qualifications (Action Plan 6).

3. Project Framework and Methodologies

WHAT	HOW	WHO	WHEN
Action Plan 1	<ul style="list-style-type: none"> Literature review Experts system (Focus Group Interview & Discussion) 	<ul style="list-style-type: none"> University professors Maritime experts Executives in shipping-related organisations 	December 2003
Action Plan 2	<ul style="list-style-type: none"> Questionnaire Interviews 	<ul style="list-style-type: none"> Players identified in Action Plan 1 	April 2004
Action Plan 3	<ul style="list-style-type: none"> Literature review Benchmarking analysis 	<ul style="list-style-type: none"> Internal project members 	September 2004
Action plan 4	<ul style="list-style-type: none"> Literature review Proposals developed from previous three Action Plans 	<ul style="list-style-type: none"> Internal project members 	January 2005
Action Plan 5	<ul style="list-style-type: none"> Questionnaire Interviews 	<ul style="list-style-type: none"> University professors Maritime experts Executives in shipping-related organisations 	June 2005
Action Plan 6	<ul style="list-style-type: none"> Benchmarking analysis Proposals developed from Action Plan 5 	<ul style="list-style-type: none"> Internal project members 	December 2005

4. Checklist of processes and activities done

Up to the current moment the following processes and activities have been done in preparation for the **Action Plan 1** which will be due by December 2003:

Processes/Activities	Operation status		Result
	In-progress	Done	
Preliminary literature review on maritime safety	√		
Composing the background of the project and mailing to potential participant of the Focus Group		√	
Contacting maritime experts in the industry to ask for their consent of participating into the Focus group discussion		√	Up to the moment there have been 10 experts agreed to join the Group. They are based in Australia and New Zealand with scope of work varying as port operator, port authority, pilot authority, channel authority...
Establishing the group email addresses database as preparation for the discussion		√	The email address database for the Group has been established in the AMC's email system

Composing of a questionnaire for the Group discussion		√	The content and format of this questionnaire was reviewed and already finalised
Composing of the kick-off covering email	√		The content and format of this email is being reviewed and will be finalised soon
Emailing the kick-off covering email and the questionnaire to participants in the Group	√		This activity will be done shortly

International Survey of Shore-Based Courses Related to Maritime Safety Management Systems

Jiangang FEI

PROJECT REPORT

Since the project was started in April, several activities have been carried out to meet the schedule set previously. A brief report is provided as follows:

1. Questionnaire Modification

Based on the previous questionnaire, minor modification has been applied to clarify the meaning of the questions and to improve the presentation of the questionnaire.

2. Mail List Revision

In order to improve response rate, great efforts have been made to ensure that mail can be delivered to the right person. To achieve this, time has been spent on searching the name of the person in the organisation who is possibly in charge of responding this survey and his/her physical and E-mail addresses. Some of previous organisations and institutions have been deleted since attempt has been failed to find the names and addresses of the responsible persons. At the same time, new organisations and institutions have been added into the mail list.

3. Online Format Questionnaire

To make it convenient to the surveyed people and ultimately increase the response rate, an online format questionnaire was designed as an alternative for the people who prefer to respond online and return it via E-mail. The online survey is available at <http://www.amc.edu.au/na/iamu-survey/>

4. Questionnaire Mailed Out

After the completion of the modification to the questionnaire and the revision of the mail list, a total number of 126 questionnaires were mailed out on 17 July with individual name on each envelop.

5. E-mails

Three weeks after the questionnaire being mailed out, E-mail was sent out to the same person who was the recipient of the questionnaire as a means of reminder and an alternative for response as well.

So far, response either through mail and E-mail is coming. Final report of this project is expected to be available at the end of this December.