



New Zealand Marine Industry

Refit Code of Practice

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New Zealand Marine Industry Refit Code of Practice (COP)

Relating to the Refit and Maintenance of superyachts and other cruising craft

1. INTRODUCTION

The New Zealand Marine Industry is highly regarded internationally and this Refit Code of Practice (COP) provides guidance to all refit yards, their employees and sub contractors on maintaining the professional standards expected of our industry.

This COP covers work on superyachts and also smaller cruising yachts, both sail and power driven.

2. COMMUNICATION ETHIC WITH CUSTOMERS

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Companies will ensure whilst negotiating with international and domestic customers they will maintain high ethical standards in respect of the NZ Marine Industry and will not be disparaging to fellow members.

3. CONTRACT

Each project needs a clear and concise written contract outlining the work to be done which must at least include:

- The scope of the work to be done
- Pricing and time schedule information
- A list of preferred suppliers
- All Terms and Conditions including those of sub-contractors
- Information on penalties (for missed deadlines, for example)

The Marine Industry Association has provided a sample Refit contract to provide guidance on drawing up contracts.

In many cases a yard will be asked to provide examples of previous work; a well presented illustrated and succinct presentation will be of benefit, especially if it contains a number of testimonials.

Yards should provide the client with complete confidentiality in all matters regarding the project, the vessel and the business and personal matters of the client.

3.1 CONTRACT COMPLIANCE AND GOOD PRACTICE

In order to facilitate satisfactory completion of the refit contract:

- All verbal instructions must be followed up and confirmed in writing.
- As elements of work are completed, they should be signed off by both the client and the yard
- The content of all meetings should be recorded in minutes which should be distributed to all relevant parties

- Any updated documents such as production drawings, specifications and works production sheets should be circulated promptly
- Any disputes to be resolved as detailed in the contract.

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3.2 CHANGES AND VARIATIONS

These will be subject to formal Variation Orders. Yards should establish a formal Variation Order numbering system and Variation Orders should clearly define any change in cost to the client and any changes to time schedules. Each Variation Order to be signed (or email approval) by the client and by the yard before the yard commences with the variation.

3.3 INSURANCE

The Refit yard and contractors will have appropriate insurance.

3.4 WARRANTIES / GUARANTEES

The yard and subcontractors will comply with the warranties/guarantees as agreed in the contract.

4. YARD INFRASTRUCTURE

Yards must be properly equipped and have the required facilities and infrastructure to undertake the class of work for the various sizes and type of vessels on which they are quoting.

Yards should operate industry accepted standard software packages including Microsoft Office suite, AutoCAD or similar drawing and project planning packages.

Adequate parking is essential and there should be adequate provision for clients, visitors and crew parking.

4.1 YARD RESOURCES

The yard must have or access to adequate infrastructure resources including Project Management capability and suitably qualified trades people and administration staff. Sub-contactors should be experienced and reliable with financial stability and management experience.

The yard should provide adequate office services and communication facilities for the yachts crew and project staff.

4.2 QUALITY MATERIALS AND EQUIPMENT FIT FOR PURPOSE

Materials must be fit for purpose and of the finest quality and, if required, of marine grade quality. There may be requirements for the specification of some exotic and rare materials and those which may require specialist contractors, in which case the yard should seek the help of specialists.

As is required by Classification Society guidelines and regulations all materials should be properly approved and bear required approval marks.

4.3 QUALITY WORKMANSHIP

A high quality of workmanship should be delivered by skilled trades people under supervised conditions.

4.4 PROTECTION OF FINISHED WORK / WORK IN PROGRESS

The yard must be aware of the difference between what is Yacht Quality, Superyacht Quality and Commercial Quality and this should be reflected in the quality of work done.

In addition, in order to protect finished work and work in progress, staff and contractors must observe the following

- Wear appropriate footwear
- Wear clothing, coveralls and gloves etc. that are clean and grease free
- Tools and equipment brought onboard must be clean and be transported in soft protective bags
- Stow tools properly when not in use
- Smoking not permitted
- No food or drink to be consumed onboard the yacht
- Lay temporary resilient, waterproof coverings over all areas of polished floor or carpeting
- Carry out daily / weekly clean-ups as appropriate, removing all debris and waste materials from the vessel
- Cover all items of joinery and furnishings, once installed, with protective coverings such as bubble wrap, corrugated paper or polythene packaging.
- Make sure all completed works are inspected when finished, signed off and labeled accordingly.
- Undertake all steel fabrication away from aluminium fabrication.
- Adequate protection from paint overspray must be undertaken.

4.5 MATERIALS HANDLING AND STORAGE

The yard will be expected to operate a suitable infrastructure for the transport of materials within the yard, docks and outfitting bays, including adequate transport and undercover secure storage. Appropriate safety measures should be in place as should a defined protocol for the handling of hazardous materials.

The yard shall provide adequate and complying facilities and resources for the storage and handling of hazardous and dangerous goods.

4.6 YARD SECURITY

Yards should operate a minimum level of security which prevents anyone other than authorised personnel and associates of the yard, access to the interior, exterior and underwater parts of vessels, and any store or storage place in which parts of the vessel and equipment are stored.

The yard should have a secure perimeter. Each yacht project will have a designated lockable weatherproof store for high value equipment and owners' items as well as a secure cage or container for other items. All items will be tagged and details maintained.

5. ENVIRONMENTAL CONSIDERATIONS

In line with international and national guidelines yards are to comply with environment requirements and always have respect for the environment.

6. HEALTH AND SAFETY

All work is to be carried out in accordance with the current NZ Health and Safety requirements. All staff and contractors will be made aware of their responsibilities under these regulations.

During all refits the yard will provide adequate prevention, monitoring for fire risk and evacuation procedures in case of a fire.

All yard staff, sub contractors and visitors should be subject to a yard safety induction.

7. TRIALS, DOCKSIDE AND SEA TRIALS

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If the scope of work requires it, a thorough programme of tests and trials should be carried out. Trials should be defined within the Scope of Work. The trials programme is to demonstrate satisfactory performance and workmanship of all items covered as to their suitability for the purpose intended, and to show that all requirements of the building specification have been met.

A series of dock trials are to be carried out before sea trials, covering initial running of all main and auxiliary machinery as laid down in the manufacturer's guidelines. Sub-contractors' representatives are to attend these trials as required. After completion of dock trials and the remedy of any defects are completed and recorded, sea trials are to be carried out. All commissioning requirements and subsequent remedies are to be recorded in writing.

Sub contractors working on behalf of the client's team must be cleared by the yard prior to arrival. Arrangement should be made with the yard so as not to disrupt their work schedule.

Many items of machinery, IT and navigation equipment will require specialist operation and it will be of benefit to the yard if they can provide the yacht Crew with on-site training in the use of such equipment, prior to delivery. This may include procedures for operation and servicing of new or replacement machinery, equipment and systems.

7.1 SUPPORTING TESTS AND CERTIFICATES

Specific items such as main hull material and machinery, where required by Classification Societies, Owners' representatives or Naval Architects, are to have test certificates issued by the manufacturer and inspecting authority.

Where applicable, all original and one authorised copy of all certificates are to be provided to the client.

All costs of testing, certification, classification expenses, including Plan Approval, Surveys, Trim and Stability Calculations, Freeboard and Tonnage Measurements should be included in the contract price.

8. CLIENT PROTOCOLS

There should be a clearly defined set of protocols between the Yard and the client's team. Ideally the line of official communication should be between two appointed, named individuals, one for each party, with named deputies.

The client's team, with prior permission is to have full access to the vessel, workshops, and sub-contractors premises, for inspection of work and equipment.

The client's team must at all times adhere to the yards standard Health, Safety and security protocols.

Third parties who enter the yard as guests of the Owner's team must be signed in in accordance with the yard's standard procedures.

Confidentiality - At all times any details relating to disclosure of the owners or clients name will remain confidential and at no time be released to third parties without the explicit and documented permission of the owner.



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