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# **STANDARD OPERATING PROCEDURE S.O.P.**

**SADSAA**

## **STANDARD OPERATING PROCEDURE FOR THE APPROVAL OF A SADSAA BOATING EVENT “CONTROLLED EVENT”**

**Note: - Relaxing of Regulations**

## **Contents**

Procedure for the application and approval of a controlled event as per the SADSAA Tournament Calendar.

Marine Notices relevant to Organised events.

**Application form to be completed and sent to [safety@sadsaa.co.za](mailto:safety@sadsaa.co.za) and [tournaments@sadsaa.co.za](mailto:tournaments@sadsaa.co.za)**

This document puts into place a procedure for the approval of controlled events.

The idea of a controlled event is to allow the organisers of an event to relax one or more aspects of the regulations provided adequate compensating safety arrangements have been made.

The Merchant Shipping (National Small Vessel Safety) Regulations of 2007 defines a controlled event (see regulation 2) as follows:

“Controlled event” means a competition, event or regatta organised by a governing body or authorised agency, or a club or an organisation affiliated with a governing body, and includes:

activities to prepare for the event that take place at the venue for the event and during the times specified by the organiser of the event; and

practice for the event under the supervision of a coach or an official approved by a governing body or authorised agency, or a club or organisation affiliated with a governing body.

Regulation 33 goes on to define the authorised agencies powers and responsibilities opposite controlled events:

Exemption in respect of controlled events

Subject to sub regulation (2), the owner and skipper of a vessel that participates in an approved controlled event in the Republic or in the territorial waters of the Republic are, in respect of such vessel and for the duration of the event, exempt from these regulations.

Application for the approval of a controlled event must be lodged with the Authority or the relevant authorised agency not later than 10 days before the intended date of the event, unless waived by the Authority or authorised agent and must be accompanied by full details of the event and of the rules and manner of supervision, including safety measures, to be applied and by the other particulars that the Authority may require.

The Authority or authorised agency may extend a standing approval under sub regulation (2) for any controlled event subject to such conditions as are considered appropriate by the Authority or authorised agency and may at any time on reasonable grounds revoke such approval.

**NB: The Club/Provincial/National organizers must keep the SADSAA Safety office informed should there be any changes to the planned event which will affect safe execution of the planned event.**

**Applications are to be sent to the SADSAA Safety Office 14 days prior to the start of the event: - [safety@sadsaa.co.za](mailto:safety@sadsaa.co.za) & [tournaments@sadsaa.co.za](mailto:tournaments@sadsaa.co.za)**

Please note that Authorised Agencies have been granted permission to hold controlled events, these will not require the approval of the local Principal Officer. A list of events is required annually as per letter of designation.

### The following must be brought to the attention of the event organiser

Please note a Marine Incident Report is required in terms of Section 259 of the Merchant Shipping Act 57 of 1951, and is a statutory requirement for all vessels who are involved in an incident.

SAMSA requests any vessel: -

MN 8 OF 2011

- a) which has been lost, abandoned or stranded: or
- b) which has been seriously damaged or has caused serious damage to any vessel; or
- c) on which any casualty resulting in loss of life or serious injury to any person or an accident has occurred; or
- d) which has been in a position of great peril either from the action of some other ship or for any other reason

to use the Marine Incident Report form for reporting the circumstances within 24 hours to the nearest SAMSA office.

If an incident occurs during a controlled event, the Marine Incident Report form must be completed and returned to the local Principal Officer who approved the event.



## **S.A.D.S.A.A. Safety Control at TOURNAMENTS**

### **INFORMATION REQUIREMENTS FOR EVENTS (Regulation 33)**

**NAME OF EVENT** \_\_\_\_\_ **DATE OF EVENT** .....

**EVENT STATUS (CLUB/Provincial/National/Bonanza)** \_\_\_\_\_

**HOST NAME** \_\_\_\_\_ **(Club/Province)**

|    | Documents                                                                                                                            | In Hand | Comments |
|----|--------------------------------------------------------------------------------------------------------------------------------------|---------|----------|
| 1. | Competition Name                                                                                                                     |         |          |
| 2. | Date and Venue                                                                                                                       |         |          |
| 3. | Launch Site (Area and Province)                                                                                                      |         |          |
| 4. | No of Boats and anglers                                                                                                              |         |          |
| 5. | Event Duration<br><br>Launch time:<br><br>Beaching time:<br><br>In the event of boats launching in the Dark please give details etc. |         |          |
| 6. | Name of Safety Officer and Qualifications                                                                                            |         |          |
| 7. | Names of weather committee                                                                                                           |         |          |
| 8  | NEAREST NSRI STATION AND CONTACT NUMBERS                                                                                             |         |          |
| 8. | Emergency Evacuation procedures in place                                                                                             |         |          |

|     |                                                                                                                                                            |  |  |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| 9.  | Nearest Hospital                                                                                                                                           |  |  |
| 10. | Ambulance on stand by and name.                                                                                                                            |  |  |
| 11. | Nearest SAMSA Office                                                                                                                                       |  |  |
| 12. | Documents required: - (To accompany this form)                                                                                                             |  |  |
|     | Permit if needed for area/event- Harbours etc                                                                                                              |  |  |
|     | Rules and Programme                                                                                                                                        |  |  |
| 13  | Any Regulation that has been relaxed for this event/competition?                                                                                           |  |  |
| 14  | Do you have on file all records copies of all Boats in the events<br>COC/COF/BC/SRC VHF Radio?                                                             |  |  |
| 15  | Do you have on file all the competitor's emergency medical contact<br>numbers? (As per SADSAA Form)                                                        |  |  |
| 16  | In the event of an incident or injury etc, the Incident Accident report<br>form (Attached) must be submitted to the SADSAA Safety Office<br>within 7 days. |  |  |
| 17  | VHF Radio Control contact person in the event of emergency.<br>Emergency Beach Control Name and Cell No:-                                                  |  |  |
|     |                                                                                                                                                            |  |  |
|     |                                                                                                                                                            |  |  |
|     |                                                                                                                                                            |  |  |
|     |                                                                                                                                                            |  |  |
|     |                                                                                                                                                            |  |  |

Any other Relevant Information: - \_\_\_\_\_

**SIGNATURE OF EVENT ORGANIZER:** \_\_\_\_\_

**NAME IN FULL** \_\_\_\_\_

Signature of Chairman \_\_\_\_\_

Provincial Safety Officer \_\_\_\_\_

**SADSAA SAFETY OFFICE**

Date received \_\_\_\_\_

All in order \_\_\_\_\_

Signed NSO SADSAA Safety \_\_\_\_\_

.....  
**The following documents to accompany this application: -**

**\*Advance Rules and Regulations**

**\*Programme**

**\*Any Permits obtained/permission letters etc**



# South African Maritime Safety Authority

Ref: SM6/5/2/1

Date: 12 May 2011

## Marine Notice No. 8 of 2011

### **“Marine Incident Report” for use by small vessels involved in an incident.**

TO ALL PRINCIPAL OFFICERS, REGIONAL MANAGERS, SURVEYORS, SMALL VESSEL OPERATORS, SKIPPERS, MARITIME TRAINING INSTITUTIONS, ACCREDITED AGENCIES AND OTHER INTERESTED AND AFFECTED PARTIES

*Marine Notice 20 of 2009 is cancelled*

#### ***Summary***

This marine notice provides a report form for use by small vessel owners/skippers who have been involved in any maritime incident. In terms of section 259 of the Merchant Shipping Act 57 of 1951, as amended, it is a statutory requirement for **ALL** vessels to report an incident affecting the safety of the vessel or any person onboard the vessel within 24 hours.

- 1 The report form attached hereto is to be used by all vessels which are governed by the Merchant Shipping (National Small Vessel Safety) Regulations 2007, as amended, for reporting incidents.
- 2 These forms are freely available from the website [www.samsa.org.za](http://www.samsa.org.za) or a SAMSA office.

12 May 2011

SM6/5/2/1

Issued by and obtainable from:

**The South African Maritime Safety Authority 161  
Lynnwood Road**

**Brooklyn, Pretoria**

**PO Box 13186**

**Hatfield 0028**

**Tel: +27 12 366 2600**



# South African Maritime Safety Authority

## Marine incident report

This report is required in terms of Section 259 of the Merchant Shipping Act 57 of 1951 as amended, and is a statutory requirement for all vessels.

Note that this applies equally to commercial and pleasure vessels and includes all vessels operating on declared inland waters.

SAMSA requests any vessel

- a) which has been lost, abandoned or stranded: or
- b) which has been seriously damaged or has caused serious damage to any vessel; or
- c) on which any casualty resulting in loss of life or serious injury to any person or an accident has occurred; or
- d) which has been in a position of great peril either from the action of some other ship or for any other reason

to use this form for reporting the circumstances *within 24 hours to the nearest SAMSA office.*"

(Contact details on last page)

### Definitions:

„**accident**“ includes fire, explosion, losing a person overboard, failure of fire-fighting or life-saving equipment to operate

„**serious injury**“ includes a fracture of the skull, spine or pelvis, or any other bone except in the wrist, hand, ankle or foot or a single rib; the loss of sight of an eye; an amputation; hospitalization arising from an incident for more than 24 consecutive hours. (Additional form for each vessel involved).

### 1.0 Details of Vessel (Complete an additional form for each vessel involved)

|      |                                   |  |
|------|-----------------------------------|--|
| 1.1  | Name of vessel                    |  |
| 1.2  | Port of Registry                  |  |
| 1.3  | Category                          |  |
| 1.4  | Approved marking/ official number |  |
| 1.5  | Number of persons permitted       |  |
| 1.6  | Length of vessel                  |  |
| 1.7  | Colour of hull                    |  |
| 1.8  | Colour of deck                    |  |
| 1.9  | Make/ model of vessel             |  |
| 1.10 | Make & power of engine/s          |  |
| 1.11 | Year of manufacture               |  |
| 1.12 | LGSC/ CoF Number                  |  |
| 1.13 | Date of issue of LGSC/ CoF        |  |

**2.0 Details of Owner / Skipper / Passengers and Crew**

|      |                                                               |  |
|------|---------------------------------------------------------------|--|
| 2.1  | Name of owner                                                 |  |
| 2.2  | Address of owner                                              |  |
|      |                                                               |  |
|      |                                                               |  |
| 2.3  | ID number of owner                                            |  |
| 2.4  | Telephone number of owner<br>(If different from owner)        |  |
| 2.5  | Name of skipper                                               |  |
| 2.6  | Address of skipper                                            |  |
|      |                                                               |  |
|      |                                                               |  |
| 2.7  | ID number of skipper                                          |  |
| 2.8  | Telephone number of skipper                                   |  |
| 2.9  | Skipper's Certificate of Competence Number<br>& date of issue |  |
| 2.10 | Names of all people aboard                                    |  |
|      |                                                               |  |
|      |                                                               |  |
|      |                                                               |  |
|      |                                                               |  |
|      |                                                               |  |
|      |                                                               |  |
|      |                                                               |  |

**3.0 Details of Incident**

|     |                                                                |                               |
|-----|----------------------------------------------------------------|-------------------------------|
| 3.1 | Date/ time of event                                            |                               |
| 3.2 | Location of event                                              |                               |
| 3.3 | Type of event                                                  |                               |
| 3.4 | Departed from                                                  |                               |
| 3.5 | Destination                                                    |                               |
| 3.6 | Purpose of trip                                                |                               |
| 3.7 | Name of injured person                                         | Detail all injuries incurred: |
|     |                                                                |                               |
|     |                                                                |                               |
|     |                                                                |                               |
|     |                                                                |                               |
|     |                                                                |                               |
|     |                                                                |                               |
| 3.8 | Detailed statement of facts including times<br>where possible. |                               |
|     |                                                                |                               |
|     |                                                                |                               |
|     |                                                                |                               |
|     |                                                                |                               |
|     |                                                                |                               |
|     |                                                                |                               |

Include additional pages if you require more space.

#### **4.0 Additional Documentation**

Attach any documentation issued with respect to the incident such as medical reports, sworn statements, police statements, copies of reports to SAPS.

**This report is dated this day ..... of .....20 ..... and signed**

**Skipper ..... Owner .....**

#### **SAMSA Office contact details: TEL.**

#### **FAX**

|                       |                    |                    |
|-----------------------|--------------------|--------------------|
| <b>CAPE TOWN</b>      | <b>021-4216170</b> | <b>021-4190730</b> |
| <b>SALDANAH BAY</b>   | <b>022-7141612</b> | <b>022-7143635</b> |
| <b>MOSSEL BAY</b>     | <b>044-6904201</b> | <b>044-6911206</b> |
| <b>PORT ELIZABETH</b> | <b>041-5850051</b> | <b>041-5821213</b> |
| <b>EAST LONDON</b>    | <b>043-7224120</b> | <b>043-7222264</b> |
| <b>DURBAN</b>         | <b>031-3071501</b> | <b>031-3064983</b> |
| <b>RICHARDS BAY</b>   | <b>035-7880082</b> | <b>035-7880067</b> |
| <b>PRETORIA</b>       | <b>012-3662600</b> | <b>012-3662601</b> |

## Marine Notices relevant: -

Marine Notice 8 of 2011 - “Marine Incident Report” for use by small vessels involved in an incident

Marine Notice 25 of 2007 - Obligation to report, casualties, accidents and serious injuries

Marine Information Notice 06-2021 – Areas of control of SAMSA Principal Officers and Regional Managers

| Region          | Principal Officer Location | Area of Responsibility                                                      |                                                                                                                                      |
|-----------------|----------------------------|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
|                 |                            | Sea and Tidal waters                                                        | Inland                                                                                                                               |
| Northern Region | Pretoria                   | None                                                                        | North West, Gauteng, Limpopo, Mpumalanga, <u>including</u> Part of Northern Free State (Vaal Triangle: i.e. Vaal Dam and Vaal River) |
| Eastern Region  | Richards Bay               | Tugela River to Ponta do Oura - <u>including</u> Tugela River               | Kwa-Zulu Natal                                                                                                                       |
|                 | Durban                     | Port Edward to Tugela River – <u>including</u> Port Edward                  | Kwa-Zulu Natal                                                                                                                       |
| Southern Region | East London                | Kariega River (Kenton-on-Sea) to Port Edward - <u>excluding</u> Port Edward | Eastern Cape, Free State                                                                                                             |
|                 | Port of Ngqura (Coega)     | Port of Ngqura (Coega)                                                      | -                                                                                                                                    |
|                 | Gqeberha (Port Elizabeth)  | Bloukransrivier to Kariega river (Kenton-on-Sea) - <u>including</u> Kariega | Eastern Cape, Free State                                                                                                             |
|                 | Mossel Bay                 | Cape Agulhas to Bloukransrivier - <u>including</u> Bloukransrivier          | Eastern Cape, Free State                                                                                                             |
| Western Region  | Cape Town                  | Yzerfontein to Cape Agulhas                                                 | Northern Cape, Western Region                                                                                                        |
|                 | Saldanha Bay               | Groen River to Yzerfontein - <u>including</u> Yzerfontein                   | Northern Cape, Western Region                                                                                                        |
|                 | Port Nolloth               | Orange River to Groen Rivier -                                              | Northern Cape, Western Region                                                                                                        |