



**MOUNTAIN
JOURNEYS**

SMS Overview

This SMS should be read in conjunction with the following publications:

Professional, Terrain, & Supervision Guidelines, New Zealand Mountain Guides Association, June 2020 (hereafter referred to as the "NZMGA guidelines")

New Zealand Mountain Guide Manual, New Zealand Mountain Guides Association, March 2021 (hereafter referred to as the "NZMGA manual").

Activity Safety Guideline – Alpine Hiking, Tourism Industry Association New Zealand, March 2016

SMS Approved by

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Operations Manager
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Activities covered by this SMS

This SMS covers the following year-round New Zealand-based activities:

- Guided tramping and trekking trips on Non-Technical Terrain and Alpine Trekking Terrain¹
- Instruction courses covering river crossing, navigation, snowcraft, and single-pitch rock climbing
- Providing logistical support and safety management services for various commercial projects in mountain environments
- Undertaking services as a marriage and civil union celebrant in a wilderness setting

Document control

All documents that make up the SMS are stored digitally on the Mountain Journeys Google Drive account. The Operations Manager is the only person with permission to edit the SMS, except when individual guides need to update their own details or fill out a trip-specific form. When other parties need access to the SMS, they are provided with a link that allows them to view, not edit, the documents.

Documents are updated as needed, rather than waiting for the entire SMS to be updated with a version number. Every 6-12 months the entire SMS is saved as a 'snapshot' version.

SMS Outline

The Mountain Journeys SMS is comprised of the following items:

Core Documents:

- SMS Overview (this document)
- [SMS Update Log](#)
- [Health & Safety Policies](#)
- [Standard Operating Procedures](#)
- [Risk Assessment & Management Strategy \(RAMS\)](#)
- [Incident Response Procedures](#)

Regularly updated records:

- [Guide Training and Induction Records](#)
- [Route Register](#)
- [Rope Log](#)
- [Legislation Tracker](#)

Trip-Specific Forms and Checklists:

- [Trip Plan](#) (includes Guide's Equipment Checklist)
- [Trip Report](#)
- [Non-Standard Trip Specific Safety Plan](#)

Equipment Checklists:

- [First Aid Kit Contents](#)
- [Equipment Checklist - Participants - Guided Trips](#) (also on website)
- [Equipment Checklist - Participants - Instruction Courses](#) (also on website)

¹ as defined in *Professional, Terrain, & Supervision Guidelines*, NZ Mountain Guides Assn, June 2020