

Further information regarding this Order, installation of additional seats in vehicles and new child restraint laws are available on the RTA's website: www.rta.nsw.gov.au. Copies of Vehicle Standards Bulletins VSB 5A and VSB 5B may be obtained from the Department of Infrastructure, Transport, Regional Development and Local Government (<http://www.infrastructure.gov.au>).

RURAL FIRES ACT 1997

Local Bush Fire Danger Period Variation

PURSUANT to section 82 of the Rural Fires Act 1997, as amended, the Commissioner of the NSW Rural Fire Service, following consultation with the local stakeholders, declares the following Local Bush Fire Danger Period Variation:

Area of Variation:

Glen Innes Severn Council;
Tenterfield Shire Council.

The Local Bush Fire Danger period has been revoked for the period 28 February until 31 March 2010.

During this period permits pursuant to section 87 of the Rural Fires Act 1997, as amended, will not be required for the lighting of fire for the purposes of land clearance or firebreaks.

SHANE FITZSIMMONS, AFSM,
Commissioner

RURAL FIRES ACT 1997

Local Bush Fire Danger Period Variation

PURSUANT to section 82 of the Rural Fires Act 1997, as amended, the Commissioner of the NSW Rural Fire Service, following consultation with the local stakeholders, declares the following Local Bush Fire Danger Period Variation:

Area of Variation:

Manning Team Incorporating:

Gloucester Shire Council;
Greater Taree City Council;
Great Lakes Council;
Port Macquarie-Hastings Council.

The Local Bush Fire Danger period has been revoked for the period 1 March until 31 March 2010.

During this period permits pursuant to section 87 of the Rural Fires Act 1997, as amended, will not be required for the lighting of fire for the purposes of land clearance or firebreaks.

SHANE FITZSIMMONS, AFSM,
Commissioner

TRANSPORT ADMINISTRATION ACT 1988 No. 109

THE Minister for Transport has approved of the closure of the following railway level crossing under section 99B of the Transport Administration Act 1988 No. 109:

Private Level Crossing near Sandy Hollow on the Muswellbrook to Gulgong section of the Main North line at rail kilometres 330.301

All rights, easements and privileges in relation to this railway level crossing are now extinguished.

DAVID CAMPBELL, M.P.,
Minister for Transport and Roads

TRANSPORT ADMINISTRATION ACT 1988 No. 109

THE Minister for Transport has approved of the closure of the following railway level crossing under section 99B of the Transport Administration Act 1988 No. 109:

Private Accommodation Level Crossing near Ardglen on the Murrurundi to Quirindi section of the Main North line at rail kilometres 365.420

All rights, easements and privileges in relation to this railway level crossing are now extinguished.

DAVID CAMPBELL, M.P.,
Minister for Transport and Roads

VEXATIOUS PROCEEDINGS ACT 2008

Notification of orders concerning vexatious litigant

On 5 February 2010, Harrison J ordered that:

1. Lucy Patricia KLEWER shall not, without the leave of the Supreme Court, institute any legal proceedings in any court; and
2. any legal proceedings instituted by Lucy Patricia Klewer before the making of order (1) shall not be continued without the leave of the Supreme Court.

PASSENGER TRANSPORT ACT 1990

Section 53D

Safety Management System Guidelines

THE Safety Management System Guidelines issued pursuant to section 53D (2) (c) of the Passenger Transport Act 1990 and published in the *New South Wales Government Gazette* No. 162 of 15 October 2004 at page 8024 as amended by notice published in the *NSW Government Gazette* No. 43 of 18 April 2008 at page 2781 are revoked.

The Maritime Authority of NSW has issued the following revised Safety Management System Guidelines pursuant to section 53D (2) (c) of the Passenger Transport Act 1990.



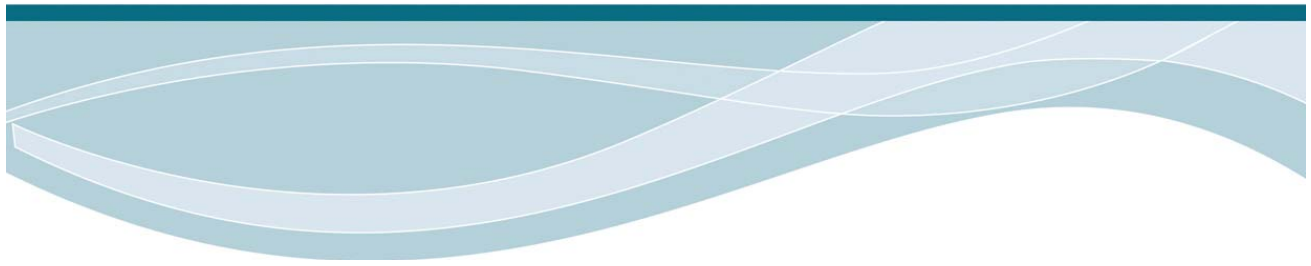
Safety Management Systems Guideline

Class 1 and Certain Class 2 Vessels

January 2010

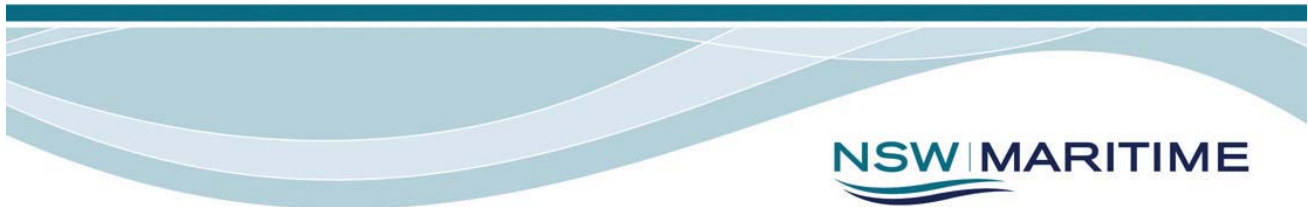
NSW | MARITIME



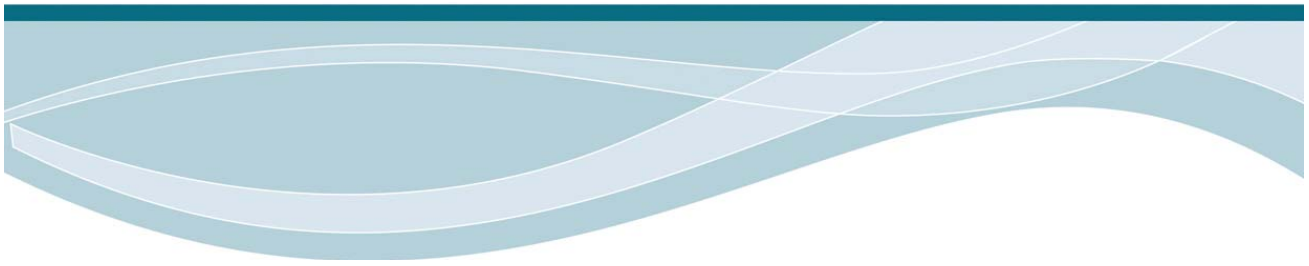


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1 Introduction

The Passenger Transport Act 1990 (Clause 53D) requires operators of vessels that carry passengers for a fare or other consideration and that can seat more than 8 adults, to have a Safety Management System (SMS).

The [NSW Maritime website](#) contains details on what is required in an SMS and also provides a sample SMS for the NSW Maritime vessel the Wingara. To further assist operators of class 1 and certain class 2 vessels to comply with SMS requirements NSW Maritime has developed this guideline.

1.1 Application of this guideline

This guideline applies to—

- a) all Class 1 commercial vessels that is vessels that carry more than 12 passengers, and includes vessels such as ferries, party boats, charter boats, commercial adventure craft and water taxis; and
- b) and those Class 2 vessels that
 - i) carry passengers for a fare or other consideration; and
 - ii) seat more than 8 adults

NOTE 1: Class 2 vessels include water taxis, adventure craft, fishing charters, dive boats etc, but would generally exclude workboats.

NOTE 2: NSW Maritime may require other high risk vessels to comply with this Guideline.

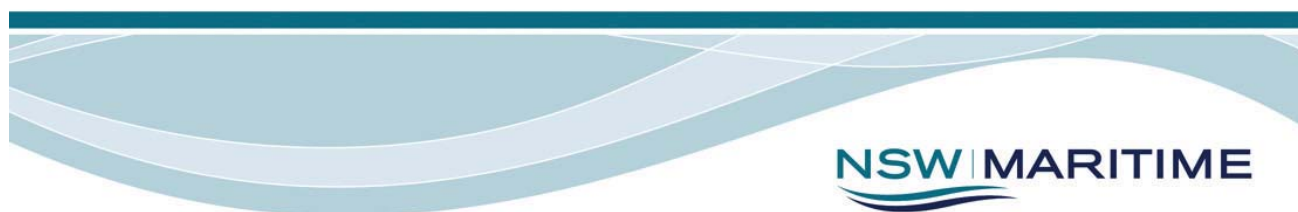
1.2 What is an SMS

An SMS is a formal documented system of policies, procedures and records developed by an operator for a particular vessel that focus on the management of risk (both identification and controls) in relation to operational and passenger safety. Documented operational and emergency procedures form two important elements of an SMS but there are other mandatory elements that an SMS must address.

The National Standard for Commercial Vessels Part E Operational Practices specifies the minimum requirements for an SMS for domestic vessels.

1.3 Demonstrating compliance with SMS requirements

NSW Maritime may check that an SMS has been implemented on a particular



vessel by conducting an audit. This will include checking documents such as emergency procedures, records of drills conducted and staff induction procedures. In addition you may also be asked to conduct emergency drills with your crew to demonstrate the adequacy of your emergency preparedness and response.

1.4 How to use this guideline

This guideline identifies those elements of an SMS that will be checked and audited by NSW Maritime.

NSW Maritime has also produced a number of sample documents that you can customise to suit your vessel and operation. Hard copies of these documents are included in the back of this guideline to assist you in developing your own documentation and procedures, or alternatively you can download these as individual word documents from our website at www.maritime.nsw.gov.au then follow the links from the commercial vessels pages.

By following this guideline and customising the sample forms and checklists provided an operator can satisfy the requirements of an SMS.

1.5 SMS responsibilities

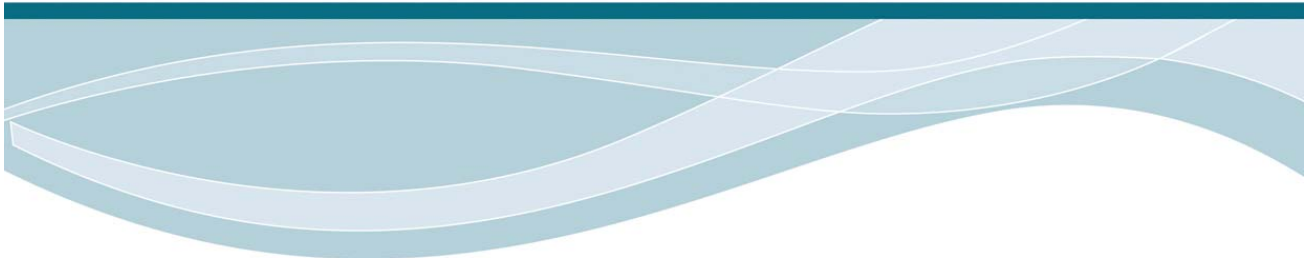
Both the owner, or designated person, and master of the vessel are responsible for ensuring that a vessel has an effective SMS.

The Master is responsible for:

- Ensuring the safety of the vessel and crew;
- Reporting vessel defects, accidents and hazardous occurrences to the owner or designated person;
- Assigning SMS related duties and responsibilities to onboard personnel; and
- Implementing, evaluating and reviewing the SMS onboard the vessel and reporting any deficiencies to the owner or designated person.

The owner or designated person is responsible for:

- Monitoring the safety of the vessel and pollution prevention;
- Determining communication and reporting arrangements between shore based and onboard personnel; and



- Ensuring appropriate resources, crew and shore support are provided to the vessel.











1.6 For more information

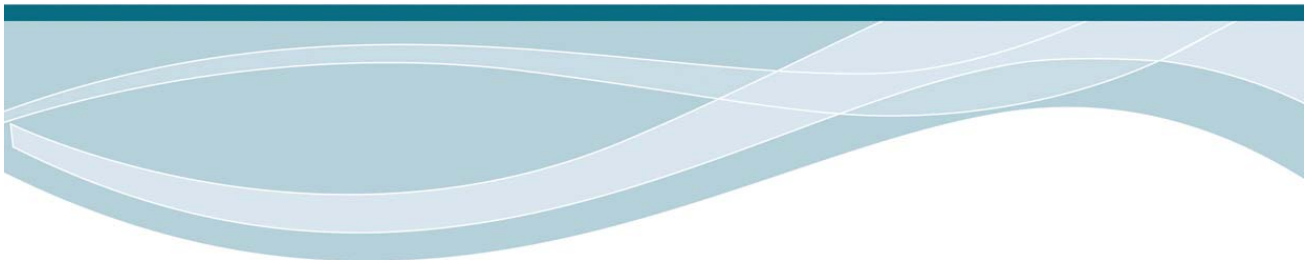
For more information on SMS requirements phone (02) 9563 8777 between 8.30am and 4.30pm Monday to Friday or fax (02) 9563 8788 or write to:





Commercial Operations Branch
NSW Maritime
Locked Bag 5100
Camperdown NSW 1450

2 Elements of an SMS

The following items are the minimum elements that must be addressed by the vessel operator in their SMS for each vessel's operations.

SAFETY MANAGEMENT SYSTEM Summary of the minimum elements	
You must—	
<input type="checkbox"/>	develop a documented risk management system and use the system to assess all operations 
<input type="checkbox"/>	have an operating manual for each vessel 
<input type="checkbox"/>	comply with all relevant NSW Maritime Codes of Conduct
<input type="checkbox"/>	ensure that there is adequate crew allocated for the voyage
<input type="checkbox"/>	carry out a crew briefing prior to each voyage
<input type="checkbox"/>	carry out a passenger briefing before or soon after departure
<input type="checkbox"/>	have documented safe work method statements 
<input type="checkbox"/>	maintain a register of incidents, accidents and hazards 
<input type="checkbox"/>	report certain marine incidents to NSW Maritime
<input type="checkbox"/>	have documented emergency procedures 
<input type="checkbox"/>	have a nominated emergency assembly station/s 
<input type="checkbox"/>	have a preventative vessel maintenance schedule and keep a record of all vessel maintenance 
<input type="checkbox"/>	have a system to record deficiencies and their rectification 
<input type="checkbox"/>	provide induction training to all new crew 
<input type="checkbox"/>	conduct regular safety drills 
<input type="checkbox"/>	provide regular refresher training



- keep adequate records of your SMS for audit purposes
 - keep up-to-date crew records 
 - keep a record of training and safety drills 
 - ensure that a correct count of passengers is kept at all times
 - keep a daily logbook 
-  = Sample document available online

These elements are described in more detail on the following pages.

2.1 Risk management

You must develop a documented risk management system and use the system to assess all operations.

- Any operation carried out onboard the vessel or associated with the operation of the vessel must be risk assessed and a risk minimisation strategy put in place to deal with identified risks

NOTE: Examples of operations that require a risk assessment include, but are not limited to, refuelling, diving, entertainment, charter fishing, swimming, towing, anchoring, navigating at night, mooring, disembarking etc.
- Operators are required to carry out a risk assessment and minimise identified risks, *Hazpak – A Practical Guide to Basic Risk Management – a WorkCover NSW publication* is a useful reference.
- Operators must carry out a new risk assessment where the vessel undertakes an activity or operation that is different from that normally undertaken by the vessel, or where the risk has changed for any reason.
- The risk assessment and minimisation strategy is to be documented and must be reviewed from time to time.



See Annex 1— Sample Risk Register – Class 1 and Certain Class 2 Vessels; and/or

See Annex 2— Sample Risk Register – Commercial Adventure Craft



A copy of *Hazpak – A Practical Guide to Basic Risk Management* can be downloaded at www.workcover.nsw.gov.au

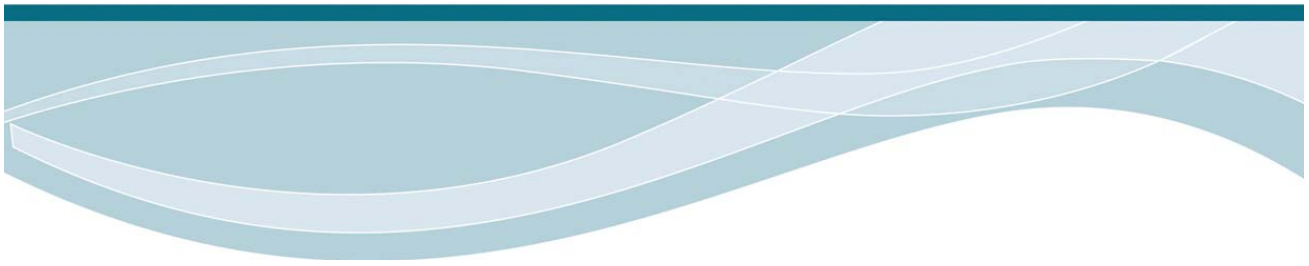
2.2 Operating manual

You must have an operating manual for each vessel

- The manual must include procedures for the safe operation of the vessel including onboard activities. Procedures may include:
 - Pre departure checks
 - Crew briefing
 - Passenger briefing
 - Engine startup
 - Navigation and watchkeeping
 - Engine shutdown
 - Disposal of sewage
 - Disposal of garbage
 - Mooring
 - Anchoring
 - Refuelling
 - Towing
 - Conducting passenger activities
 - Transferring passengers
- These procedures, identified in clauses 2.2.1 to 2.2.15, are examples only and must be modified to suit your vessel and operation.
- The operating manual must be easily accessed by staff.



See Annex 3— Sample Operating Manual



2.2.1 Pre departure checks

- Procedures must detail the pre departure checks required prior to a voyage.

2.2.2 Crew briefing

- A crew briefing must be conducted prior to each voyage. The briefing should include all crew as well as special personnel, hospitality staff, trainees etc.
- Prior to the briefing, confirm that all crew are fit for work and not fatigued or under the influence of drugs or alcohol.
- The crew briefing should include the following:
 - The nature and duration of the voyage
 - Number of passengers
 - Navigation plan
 - Berthing procedures
 - Activities to be undertaken on voyage
 - Crew responsibilities and tasks
 - Voyage specific safety issues
 - Any safety updates
- The crew briefing should be recorded in the vessel log.

2.2.3 Passenger briefing

- A passenger briefing must be conducted before or soon after departure.
- The passenger briefing should include the following:
 - Location of emergency assembly stations.
 - Instructions to passengers in an emergency, including a communication plan should key personnel become incapacitated.
 - Location of emergency equipment including instructions on fitting lifejackets.
 - Warnings about the effects of alcohol at sea. Waves, motion, vibration, wind and spray can multiply the effects of alcohol.
- The passenger briefing can be in the form of a video, recorded audio, or delivered by a crew member.
- The passenger briefing should be recorded in the vessel log.



2.2.4 Engine startup

- Detailed procedures for starting the vessel must be recorded.

2.2.5 Navigation and watchkeeping

- The vessel owner in consultation with vessel crew must ensure that there is adequate crew allocated for the voyage and specifically for watchkeeping tasks.
- Crew involvement in non-navigational tasks such as hospitality and entertainment, or supervising passenger activities, will limit their ability to keep an adequate look out and this needs to be taken into account when determining adequate crew.
- Factors that need to be considered in maintaining an adequate look out include traffic, time of day, visibility, weather, sea and light conditions and special on-water events.

NOTE: The minimum crew determined on the vessel's Certificate of Survey may not be adequate for the voyage, depending on the operations and conditions.

- Procedures must detail work practices and equipment required to navigate the vessel.
- Operators must comply with the NSW Maritime *Code of Conduct for Vessels Operating in Sydney Cove*.



A copy of NSW Maritime's *Code of Conduct for Vessels Operating in Sydney Cove* can be downloaded at www.maritime.nsw.gov.au

2.2.6 Engine shutdown

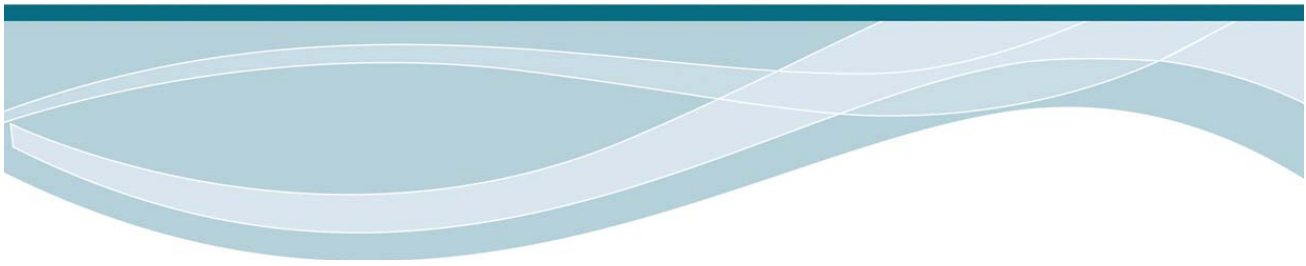
- Detailed procedures for shutdown must be recorded.

2.2.7 Disposal of waste

- Adequate waste receptacles must be provided for the storage of general waste onboard the vessel.
- Grey water and sewage must be disposed of in accordance with the *Environment Operations Act 1997* and the *Marine Pollution Regulation 2006*.

2.2.8 Mooring

- Procedures must detail safe work practices for mooring the vessel including minimum line requirements, securing the vessel prior to embarkation /



disembarkation, responsibilities of crew involved, communication for mooring operations and maintenance of machinery and equipment necessary for mooring operations.

- Mooring ropes must be stowed so that they do not create a hazard, become worn and can dry. You must regular check the ropes to ensure they are in a suitable condition.

2.2.9 Anchoring

- Procedures must specify suitable conditions for anchoring in terms of wind strength and water depth and detail safe work practices for operating anchoring equipment including ensuring the safety of passengers during operation of equipment.

2.2.10 Refuelling

- Procedures must specify the location of the refuelling facility and detail safety procedures during refuelling such as turning off any mobile phones, no smoking, ensuring fire extinguishers and spill kits are on hand.
- Sound tanks to determine quantity of fuel and fill rate and carefully monitor the refuelling operation.
- Record the date and quantity of fuel in the vessel log.

2.2.11 Towing


- Procedures must specify the circumstances in which the vessel is to tow another vessel or is to be towed by another vessel, tow configurations, any internal and external authorisations required, safe work practices for crew involved and matters related to passenger safety.

2.2.12 Passenger activities

- The operating manual must include procedures for the safety of crew and passengers when onboard passenger activities are being conducted.
- Onboard passenger activities could include activities such as thrill rides, sailing, sightseeing, dancing, swimming, etc.
- Procedures for the service of alcohol and providing entertainment, including amplified music and dancing, must specify that music and dancing must stop and lighting must return to normal prior to berthing.




- ❑ Operators must comply with NSW Maritime *Codes of Conduct*.

	<p>Copies of the following NSW Maritime <i>Codes of Conduct</i> can be downloaded at www.maritime.nsw.gov.au</p> <p><i>Code of Conduct for the Operation of Commercial Adventure Vessels on Sydney Harbour;</i></p> <p><i>Code of Conduct for the Operation of Commercial Adventure Vessels on Lake Illawarra;</i></p> <p><i>Code of Conduct for the Mortlake Ferry and State Transit Authority Passenger Ferries;</i></p> <p><i>Code of Conduct for Charter Vessels Operating with Amplified Music Systems</i></p>
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2.2.13 Transferring passengers

- ❑ Operators must comply with the NSW Maritime *Code of Conduct for Carrying out Passenger Transfers between Water Taxis and other Commercial Vessels which are Underway*.

	<p>A copy of the <i>Code of Conduct For Carrying out Passenger Transfers Between Water Taxis and Other Commercial Vessels which Are Underway</i> can be downloaded from www.maritime.nsw.gov.au</p>
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2.2.14 Other procedures

- ❑ Operators must assess whether other procedures need to be included in the operating manual by conducting a risk assessment specific to your operation in consultation with your crew.

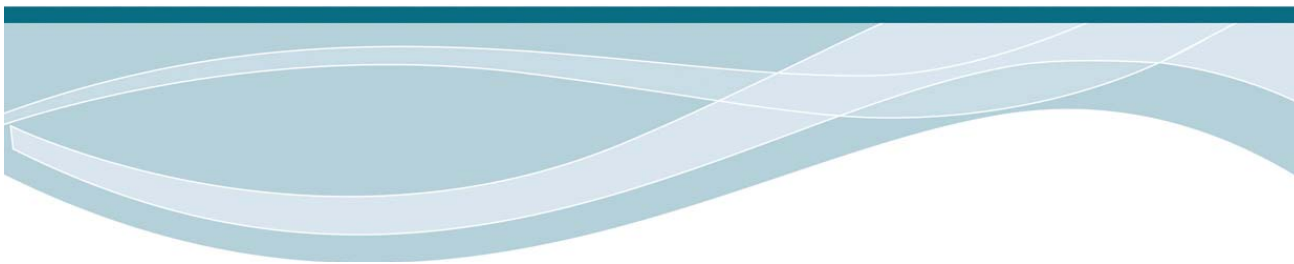
2.2.15 Review of operating manual

- ❑ The operating manual should be reviewed at regular intervals to keep it up to date or at any time there is a change to operations, crew tasks, new equipment or machinery.

2.3 Safe work practices

You must document safe work practices.

- ❑ Tasks that are identified as high risk tasks or tasks requiring specialised knowledge, experience or equipment (including wearing of personal protective equipment) should be documented in the form of a safe work statement.
- ❑ These statements can be incorporated into, or referenced in the operating





manual.

NOTE: Examples of higher risk tasks that would require a safe work method statement include refuelling, pumpout, entering or working in confined spaces, passenger transfers.

- Safe work statements must be updated as tasks are modified, changed or new equipment is introduced onboard the vessel.


NOTE: When tasks change or are modified the vessels risk register may also need to be updated.

	See Annex 4— Sample Safe Work Method Form
	Safe Work Statement templates can also be downloaded from WorkCover at www.workcover.nsw.gov.au

2.4 Incidents, accidents and hazards

You must maintain a register of incidents, accidents and hazards.

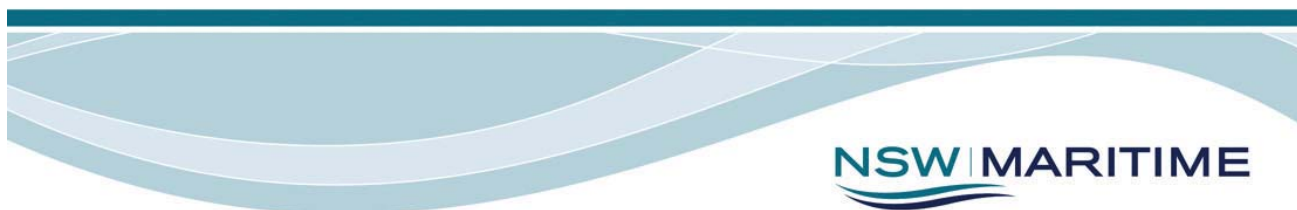
- The register should be reviewed regularly and corrective action taken to reduce the likelihood and/or severity of incidents and accidents through the risk assessment process in 2.1.
- The incident, accident and hazard register should be readily available to all crew and be included in induction training.

	See Annex 5— Sample Incident / Injury Report Form See Annex 6— Sample Hazard Report Form When customised for your needs these forms can form the basis of a register.
---	---

2.5 Reportable incidents

You must report certain marine incidents to NSW Maritime

- A marine incident or accident is reportable to NSW Maritime if it results in, or could have possibly resulted in:
 - The loss of life or injury to any person onboard a vessel
 - the loss of a person from the vessel



- The loss of life or injury to a person that is caused by the vessel
 - the loss, or presumed loss of the vessel (including sinking or abandonment of the vessel)
 - the capsizing, grounding or flooding of the vessel
 - the collision of the vessel with another vessel or with any object
 - the vessel being disabled at sea (in any case in which it requires assistance)
 - any fire onboard the vessel
 - any damage being caused to the vessel (including structural failure)
 - any damage to the environment caused by the vessel or by any substance on, or discharge from, the vessel.
- You are required to notify NSW Maritime of such incidents as soon as practicable by the quickest means available.
- NSW Maritime has an incident report form available to assist in making reports.

NOTE: The report should be sent to NSW Maritime within 24 hours of the incident occurring.

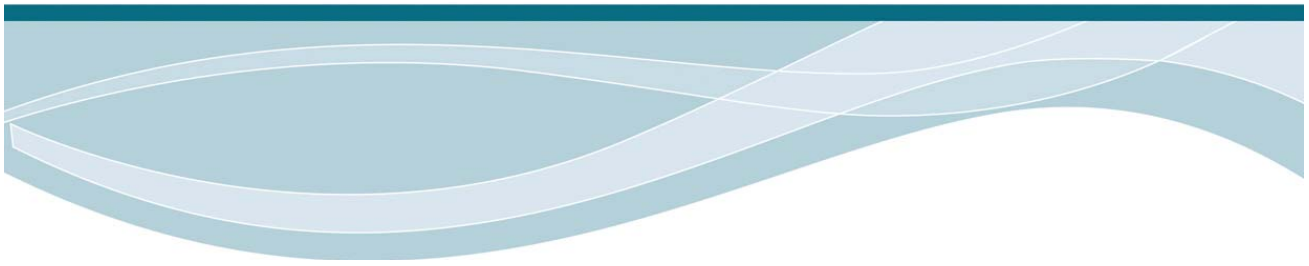
	NSW Maritime Incident Reports can be downloaded from www.maritime.nsw.gov.au
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2.6 Emergency management


You must have documented emergency procedures


2.6.1 Emergency procedures

- Operators must have in place procedures in place to ensure a coordinated and effective response to an emergency.
- The procedures must include the following emergency situations:
- Flooding
 - Abandon ship
 - Person overboard
 - Security breach / unlawful act
 - Fire
 - Bomb threat



- Collision / grounding
 - Severe weather
 - Serious injury/medical emergency
 - Critical systems breakdown
 - Search and rescue
 - Loss of key personnel
 - Reporting and communication during an emergency
 - Spillage of fuel / cargo
- Procedures should be short and simple so that they can be easily followed in the event of an emergency.
- NOTE: A laminated flip chart booklet in the wheel house is an effective way of displaying emergency procedures.
- You are required to consider the adequacy and competency of crew when planning an organised and effective response to an emergency onboard a vessel. This includes the possibility of secondary events occurring simultaneously with an initial event. For example a fire may result in a serious injury/medical emergency; or a collision/grounding may result in flooding and possibly abandon ship.
- Emergency procedures should be developed in consultation with crew, documented and reviewed and practised regularly.
- If hospitality/entertainment staff will be involved in responding to emergencies onboard, you must ensure that these staff receive appropriate training and take part in safety drills.

	See Annex 7— Sample Emergency Procedures
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	<p>NSW Maritime has developed a guideline document to assist operators in developing a security plan.</p> <p>A copy of NSW Maritime's <i>Security Guidelines for Ferry and Charter Vessel Operators</i> can be downloaded at www.maritime.nsw.gov.au</p>
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2.6.2 Emergency communication, coordination and reporting arrangements

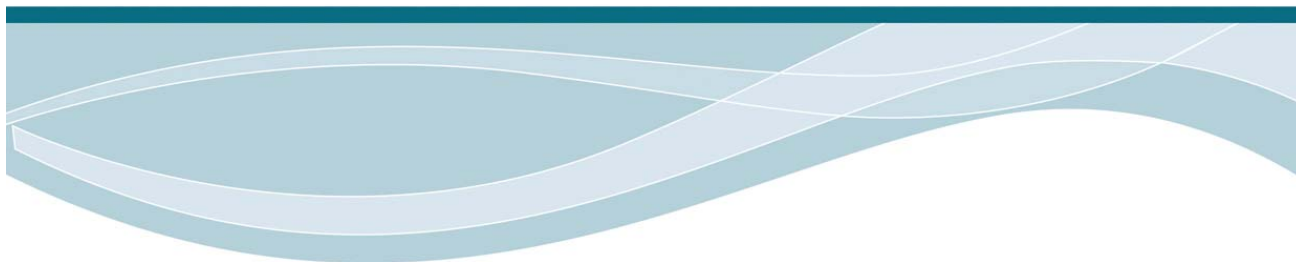
- You must document reporting instructions for emergency situations.
- Instructions must specify the roles and responsibilities of both shore based staff and crew onboard the vessel, the chain of command and reporting arrangements.
- These instructions should be reviewed as key personnel join and leave the operation.
- A contact list must be retained onboard detailing internal reporting instructions in the event of an emergency, including substitute reporting arrangements should the initial contact person be unavailable.
- A list of key external emergency contacts must be maintained. This should include names and contact numbers for emergency services such as ambulance, police, water police; fire, and other emergency contacts such as NSW Maritime, harbour master, etc.

2.6.3 Emergency assembly stations

- At least one emergency assembly station must be identified for each vessel.
- Consider access, capacity to accommodate passengers, evacuation paths, proximity to emergency equipment, and ability to communicate with passengers when appointing an emergency assembly station.
- Emergency assembly station lists must be displayed in conspicuous places onboard any vessel that carries in excess of 36 people.
- The list must identify the location of the emergency assembly station, as well as identifying:
 - The vessels emergency alarm signal and actions to be taken by crew and passengers should it sound
 - Crew responsibilities in the event of an emergency
 - Other staff members responsibilities in the event of an emergency (if applicable)



See Annex 8— Sample Emergency Station List




2.7 Maintenance

2.7.1 Maintenance schedule

You must have a preventative vessel maintenance schedule and keep a record of all vessel maintenance


- The schedule should include vessel, machinery, and equipment maintenance.
- Evidence supporting the schedule such as receipts and service reports should be retained for a sufficient period to demonstrate to a NSW Maritime auditor that maintenance has been done.

	See Annex 9— Sample Schedule of Maintenance Items
--	---

2.7.2 Deficiencies

You must have a system to record deficiencies

- A system must be in place to record deficiencies to the vessel, its machinery and equipment.
- Deficiencies, as well as corrective actions and follow-up, need to be recorded as they arise.
- Deficiencies can be recorded in the vessel log, maintenance schedule or a deficiency register.

	See Annex 10-Sample Deficiency Form When customised for your needs these form can form the basis of a register
---	---

2.8 Training

2.8.1 Crew Induction

You must provide induction training to all new crew

- Operators must provide induction training to all new crew members.
- An induction checklist should be developed to assist.

NOTE: Crew include all persons working onboard the vessel including marine crew, special personal, hospitality staff, entertainers etc.

- Induction training should include:
 - Vessel operating procedures
 - Incident, accident and hazard registers
 - Emergency procedures
 - Passenger management
 - Maintenance procedures
 - Safe systems of work
 - Reporting procedures
 - Duties and responsibilities
- Induction training must be recorded in the vessel log book or crew register.
- Operators must have in place a system to ensure that any Master joining a vessel for the first time is competent in the practical handling of the vessel and use of the equipment and machinery onboard.

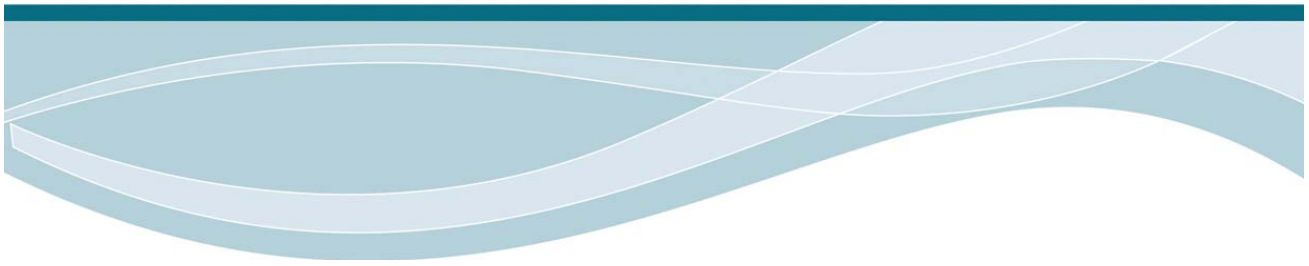


See Annex 11-Sample Crew Register
 This has a column to record the date of induction training
 See Annex 12-Sample Induction Checklist



2.8.2 Safety drills

You must regularly conduct safety drills.

- Safety drills must be conducted regularly.
- Drills should cover each of the emergency situations identified in the vessel's emergency procedures (see clause 2.6.1).



□

	<p>See Annex 13— Sample Drill Scenarios See Annex 14— Sample Safety Drill / Training Report Form</p>
	<p>In addition, you should reference the National Marine Safety Committee's <i>Guidelines for Onboard Safety Training – Australian Domestic Vessels</i>. See www.nmsc.gov.au</p>

2.8.3 Refresher Training

You must ensure that crew remain competent through regular refresher training

- Regular talks are an effective means of communicating issues in the workplace, and provide an informal method of training. They should be used to address safety and quality issues, and to provide updates and reminders of operational practices.
- Topics that might be covered in regular communication include:
 - Changes to equipment and machinery
 - Changes to safe work systems
 - Drug and alcohol policy
- Refresher training compliments safety drills and crew briefings.

2.9 Administration and records

2.9.1 Record keeping

You must keep adequate records of your SMS for audit purposes

- Operators are required to retain sufficient records to demonstrate to a NSW Maritime auditor that they comply with SMS requirements.

2.9.2 Crew records

You must keep up-to-date crew records.

- Crew records should detail the crew members:
 - Name and address and contact details for each crew member

- Name and address and contact details for next of kin
 - Date of birth
 - The date they joined the vessel
 - The position they hold
 - The relevant certificates held (and expiry dates)
 - Date of leaving the vessel
- Copies should be kept of all relevant documentation and certification required for the position.
- Crew records should be examined at regular intervals so as to ensure currency of documents and certification required.

2.9.3 Training records

You must keep a record of training and safety drills.

- Records of staff training including induction training, refresher training, drills and other training must be kept.



See **Annex 14— Sample Safety Drill / Training Report Form**

2.9.4 Passenger counts

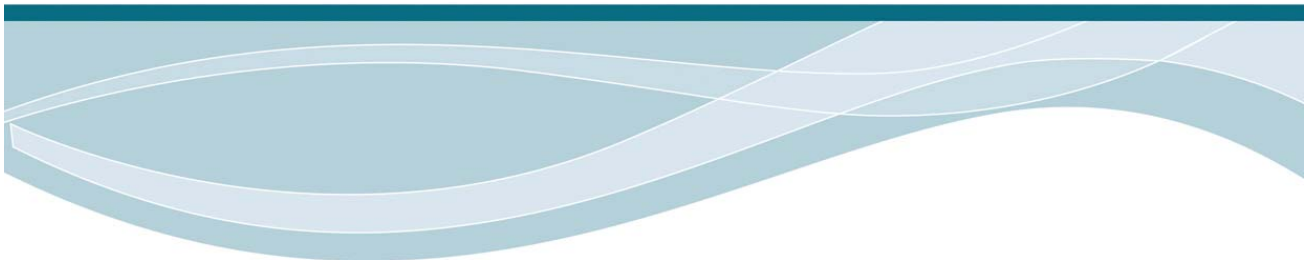
You must ensure that an accurate count of passengers is kept at all times.

- Passenger counts must be maintained in a manner that accurately shows the number of passengers onboard a vessel at any time.
- This includes amendments to the count when passengers embark and disembark. Passenger counts should be maintained in the vessel's logbook.


2.9.5 Vessel logbook

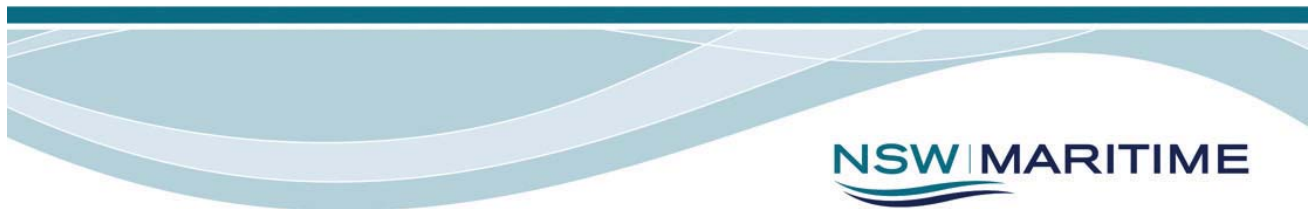
You must keep a daily log.

- The logbook must be maintained on a daily basis and should include information such as:
- Names of Master and crew



- Activities of the vessel
 - Navigation track
 - Weather
 - Details of illness or injury
 - Crew training
 - Incidents or accidents involving the vessel or equipment
 - Assistance provided to other vessels
 - Communication messaged in an emergency
 - Pre-departure checks
 - Unusual or extraordinary occurrences
- Logbook entries should be brief. For example while an injury or equipment failure will be noted as having occurred in the log, a full report of the injury or equipment failure would be recorded elsewhere (i.e. in an injury report form, and maintenance schedule respectively).

	See Annex 15— Sample Vessel Log
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Sample Documents

Electronic copies of all of these documents
are available for downloading from
www.maritime.nsw.gov.au

Please note that these samples are provided
for advice only and must be customised for
your particular circumstances

Annex 1— Sample Risk Register – Class 1 and Certain Class 2 Vessels

This risk register is designed to compliment *Hazpak – A practical Guide to Risk Management*, a WorkCover NSW Publication.

Risk Descriptors			
Likelihood of event x happening	Symbol	Consequence if event x were to happen	Symbol
Could happen at any time	++	Death / Permanent illness/ Major pollution event	☹
Could happen some time	+	Long term illness or serious injury or significant pollution event	!!!
Could happen but very rarely	-	Medical attention required or some localised pollution	!!
Could happen but probably never will	--	First aid needed or minor pollution	!

Rating Calculator					
	++	+	-	--	
☹	1	2	3		
!!!	1	2	3	4	
!!	2	3	4	5	
!	3	4	5	6	

1-2 = Intolerable risk – requires immediate treatment
 3-4 = Tolerable risk
 5-6 = Negligible risk – may not require immediate attention

- Version 1.0 – Johnny North, Andy West and Mike East compiled the risk register following an inspection the MV Moonlight on 29/07/09.
- Version 2.0 - Johnny North, Andy West and Mike East reviewed and updated the risk register on 14/08/09.

Ref	Risk	L	S	Rating	Mitigation / comments	Post mitigation		
						L	S	Rating
1	Injury or death to a person entering confined spaces identified as steering flat and bow thruster compartment due to poor air quality and / or entrapment.	++	☹	1	Identify confined spaces and develop a safe work method for entering and working in confined spaces. Develop buddy system for entering confined spaces and communication when working in confined spaces. Install gas detectors. Rehearse procedure with all crew and include procedure in crew induction	--	!!!	4
						--	!!	5
						--	!	6

KEY: 1-2 = Intolerable risk – requires immediate treatment; 3-4 = Tolerable risk 5-6 = Negligible risk – may not require immediate attention

Ref	Risk	L	S	Rating	Mitigation / comments	Post mitigation		
						L	S	Rating
					checklist.			
2	Serious injury to passengers wearing high heels and climbing stairs on the vessel.	++	!!!	1	Update warning of risk document, and advise hirer that it is not advisable for passengers to wear high heels onboard. Identify passengers wearing high heels on boarding and warn them were possible. Pre voyage briefing to include the risks associated with inappropriate footwear.	-	!!!	3
3	Injury to crew from violent and intoxicated guests.	+	!!!	2	Implement security measures for at risk charters, for example hire security personnel. Implement a procedure for dealing with intoxicated passengers, including crew response, external agency (police) response and describe all available options to staff such as terminating the cruise. Warn clients of the possible consequences of unacceptable behaviour by updating the hire agreement.	-	!!!	3
4	Injury to passengers during transfer to water taxi.	+	⊗	1	Identify water taxi's suitable for passenger loading from a high freeboard and ensure that they are the only ones used to transfer passengers. Update the procedure for transfer of passengers. Ensure it meets requirements set out in the NSW Maritime Code of Conduct for Transfer of Passengers to and from Commercial Vessels.	--	⊗	3
						-	!!	4

KEY: 1-2 = Intolerable risk – requires immediate treatment; 3-4 = Tolerable risk 5-6 = Negligible risk – may not require immediate attention

Ref	Risk	L	S	Rating	Mitigation / comments	Post mitigation		
						L	S	Rating
					Update contact list in the wheelhouse to ensure that only taxi's suitable for passenger transfers are used. Communicate with crew to ensure that they are aware of the new procedure.	-	!!	4
5	Injury to crewmember whilst loading gas cylinders.	+	!!!	1	Purchase new trolley including a strap to secure cylinders and wheels appropriate for stairs. Develop and communicate safe work method statement outlining loading and movement of cylinders using trolley.	--	!!!	5
6	Injury to passenger when gangway came loose during boarding.	+	⊕	1	Pin and eye hook mechanism installed to lock gangway to the freeboard. GPH's briefed to stop boarding when there is excessive wash. Operating instructions amended to include new locking mechanism for gangway.	--	!!!	2
						-	!!	4
						-	!	5

KEY: 1-2 = Intolerable risk – requires immediate treatment; 3-4 = Tolerable risk 5-6 = Negligible risk – may not require immediate attention

Annex 2— Sample Risk Register – Commercial Adventure Craft

This risk register is designed to compliment *Hazpak – A practical Guide to Risk Management*, a WorkCover NSW Publication.

Risk Descriptors			
Likelihood of event x happening	Symbol	Consequence if event x were to happen	Symbol
Could happen at any time	++	Death / Permanent illness/ Major pollution event	☹
Could happen some time	+	Long term illness or serious injury or significant pollution event	!!!
Could happen but very rarely	-	Medical attention required or some localised pollution	!!
Could happen but probably never will	--	First aid needed or minor pollution	!

Rating Calculator		
++	+	--
1	2	3
1	2	3
2	3	4
3	4	5
4	5	6

1-2 = Intolerable risk – requires immediate treatment
 3-4 = Tolerable risk
 5-6 = Negligible risk – may not require immediate attention

- Version 1.0 – Johnny North, Andy West and Mike East compiled the risk register following an inspection the MV Moonlight on 29/07/09.
- Version 2.0 - Johnny North, Andy West and Mike East reviewed and updated the risk register on 14/08/09.

Ref	Risk	L	S	Rating	Mitigation / comments	Post mitigation		
						L	S	
1	Injury or death to master and/or crew by being ejected from the vessel at speed.	++	☹	1	Develop procedure and integrate it into induction and training to ensure that the kill switch is strapped to the wrist of the master at all times. Ensure crew wear non-slip footwear at all times. Install grab rails around console. Update Master training to include reading of swell	+	!!!	2
						-	!!!	3
						--	!!	4
						-	!!	5

KEY: 1-2 = Intolerable risk – requires immediate treatment; 3-4 = Tolerable risk 5-6 = Negligible risk – may not require immediate attention


Ref	Risk	L	S	Rating	Mitigation / comments	Post mitigation		
						L	S	Rating
2	Injury to passengers seated in the vessel when vessel falls off waves.	++	!!!	1	and waves and correct use of buckets. Update Master induction and procedure for navigating in non-smooth waters to include identification of hazardous conditions and manoeuvring the vessel accordingly. Provide grab rails and/or seat belts for all passengers.	+	!!!	2
3	Pre-existing injuries may be exacerbated.	+	!!!	2	Ensure that the passenger briefing is robust and draws passenger attention to the possibility of exacerbating pre-existing injuries, past injuries and/or the possibility that the ride may exacerbate an existing but unknown injury. Include this in the warning of risk document. Implement crew training to identify at risk individuals, that is those that are not fit to participate in the activity either because they are unable to comprehend instructions in the event of an emergency or physically unable to carry out the tasks that may be required in the event of an emergency or in the event that the vessel needs to be abandoned.	-	!!!	3
4	Crew exposed to severe weather.	+	!!	3	Ensure crew wear appropriate wet weather gear and have appropriate gloves to prevent loss of function to hands and fingers.	--	!!	5
5	Inability to hear VHF in exposed console during high-speed runs limiting crew's situational awareness.	++	!!	2	Install headsets for monitoring of VHF.	--	!!	5

KEY: 1-2 = Intolerable risk – requires immediate treatment; 3-4 = Tolerable risk 5-6 = Negligible risk – may not require immediate attention

Ref	Risk	L	S	Rating	Mitigation / comments	Post mitigation		
						L	S	Rating
6	Amputation of hands and limbs while attempting to clear blockages in jet intake.	+	☹	1	Develop lock out procedure for engines while blockages are cleared. Communicate new procedure to all crew.	--	☹	3
7					Hardwire kill switch to jet opening and include in maintenance schedule for testing regularly.	--	!!	5

KEY: 1-2 = Intolerable risk – requires immediate treatment; 3-4 = Tolerable risk 5-6 = Negligible risk – may not require immediate attention

Annex 3— Sample Operating Manual

	<h1>XYZ Cruises</h1> Operating Manual		
Subject: Pre departure checklist			
Issued by:	Approved by:	Date of Issue:	Page 1 of 1

Vessel survey class and restrictions

- Crew required
- Operating restrictions

Weather

- Check weather forecast

General

- Check maintenance tasks have been completed
- Check cockpit hatches are dogged down
- Ensure wheelhouse and toilet doors are secure
- Ensure escape hatch is closed and inside locks disengaged
- Ensure loose items secured
- Centralise helm lock
- Engage/disengage gears

Engine room

- Fuel level
- Primary fuel filter
- Fuel cock open
- Engine room vents open
- Inspect bilge compartments for excessive water/oil
- Open raw water intake for bilge pumping system
- Fresh water/coolant levels
- Raw water intake cock open
- Flow of raw water from exhaust

- Exhaust covers open


DC volt system

- Batteries-secure, water levels, terminals tight and clean
- Battery isolator switch selection
- Battery key engaged
- Breakers switched on
- Radio battery key switched on
- Radio check
- Navigation lights working

Emergency Equipment

- 10 life jackets
- Life raft-capacity, service date
- Life rings
- EPIRB
- Flares
- V Sheet
- First aid kit
- Lights and symbols-NUC, anchoring NC flags
- Anchor stowed and secure
- Life buoys and light
- Fire buckets
- Dry chemical fire extinguishers

This is a sample only. It must be modified to suit your vessel and operation. An operating manual must include all other procedures identified in section 2.2 of this Guideline that are relevant to your vessel and operation. It must also include any other procedures identified in your risk assessment.

	<h1>XYZ Cruises</h1> <h2>Operating Manual</h2>		
Subject: Disposal of garbage and sewage			
Issued by:	Approved by:	Date of Issue:	Page 1 of 2

Garbage

Collect all garbage and place in bins onboard.

Dispose of general waste on return in the dump bin at the (insert location of bin).

Recyclable items to be placed in appropriate recycling bins.


Sewage

Sewage to be pumped out at (insert location of pump out facility).

Have absorbent materials on hand in case of a spill.

Pump out holding tank following instructions on pump out facility.

This is a sample only. It must be modified to suit your vessel and operation. An operating manual must include all other procedures identified in section 2.2 of this Guideline that are relevant to your vessel and operation. It must also include any other procedures identified in your risk assessment.


	<h1>XYZ Cruises</h1> <h2>Operating Manual</h2>		
Subject: Refuelling			
Issued by:	Approved by:	Date of Issue:	Page 2 of 2

- Refuel at (insert location of refuelling facility).
- Shutdown machinery and isolate batteries.
- Turn off mobile phones.
- No smoking or naked flames in or around refuelling area.
- Place environmental spill kit in vicinity of fill point.
- Place fire extinguisher on standby.
- Inspect all hoses and equipment before use.
- Locate large red emergency shutoff button at fuel pump.
- Sound tanks and determine fill rate and quantity.
- Maintain a vigilant watch during the fill.
- Record quantity and date in log.

Procedure in event of fuel spillage

- Stop flow of fuel.
- Inform crew and other vessels in vicinity that a spill has occurred.
- Contact POCC.
- Contain the spread of the spill in the water.

This is a sample only. It must be modified to suit your vessel and operation. An operating manual must include all other procedures identified in section 2.2 of this Guideline that are relevant to your vessel and operation. It must also include any other procedures identified in your risk assessment.

	<h1>XYZ Cruises</h1> <h2>Operating Manual</h2>		
Subject: Engine Startup			
Issued by:	Approved by:	Date of Issue:	Page 2 of 2

Open engine raw water cooling valve.

Turn on batteries via master metal key and select either battery bank 1 or 2.

Check engine control level is in neutral position.

Turn key to ignition position for audio/visual alarms.

Turn key to start.

If engine does not crank, turn battery switch to Battery 1-2 and turn key to START.

Turn battery switch to bank 1 or 2 once engine starts.

Allow engine to build up oil pressure before proceeding further.

Check exhaust discharge at transom for presence of water cooling.

Allow engine to reach normal operating temperature before excessive load.

Turn auxiliary circuits on if required.

Proceed on voyage.

NOTE: For throttle operation refer to manual. For high idle or free revving of motor, press button on side of control and adjust throttle to required revs.

This is a sample only. It must be modified to suit your vessel and operation. An operating manual must include all other procedures identified in section 2.2 of this Guideline that are relevant to your vessel and operation. It must also include any other procedures identified in your risk assessment.

WORK STEP	HAZARDS IDENTIFIED	RISK LEVEL	CONTROLS TO BE IMPLEMENTED	PERSON RESPONSIBLE
Review Required:		YES / NO (circle applicable response)	Date review to be completed:	
ADDITIONAL COMMENTS				
SAFE WORK METHOD DEVELOPED BY:			Name:	Signature:

Annex 5— Sample Incident / Injury Report Form

Please print clearly and tick the correct box

Person affected: <input type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Passenger Outcome: <input type="checkbox"/> Near miss <input type="checkbox"/> Injury Vessel:
1. DETAILS OF INJURED PERSON
Name: _____ Phone: (H) _____ (W) _____ Address: _____ Sex: <input type="checkbox"/> M <input type="checkbox"/> F _____ Date of birth: _____ _____ Position: _____
2. DETAILS OF INCIDENT
Date: _____ Time: _____ Location: _____ Describe what happened and how: _____ _____ _____ _____
3. DETAILS OF WITNESSES
Name: _____ Phone: _____ Address: _____ _____
4. DETAILS OF INJURY
Nature of injury (e.g. burn, cut, sprain) _____ Cause of injury (e.g. fall, grabbed by person) _____ Location on body (e.g. back, left forearm) _____
5. TREATMENT ADMINISTERED
First Aid given <input type="checkbox"/> Yes <input type="checkbox"/> No Name of person providing first aid: _____ Treatment: _____ Referred to: _____

Annex 6— Sample Hazard Report Form

Please print clearly

PARTICULARS	
Vessel:	Location:
Submitted by:	Date Reported:
HAZARD DESCRIPTION	
POSSIBLE SOLUTION(S) TO RECTIFY HAZARD	
ACTION(S) COMPLETED	
CONTROL MEASURES EMPLOYED	
REVIEW (Suitable timeframe to review control measures and ensure that they are effective)	

Annex 7— Sample Emergency Procedures

The following emergency procedures are designed to be produced on individual pages in a flip chart format

FLOODING
ABANDON SHIP
PERSON OVERBOARD
SECURITY BREACH / UNLAWFUL ACT
FIRE
BOMB THREAT
COLLISION / GROUNDING
SEVERE WEATHER
SERIOUS INJURY / MEDICAL EMERGENCY
CRITICAL SYSTEMS BREAKDOWN
SEARCH AND RESCUE
LOSS OF KEY PERSONNEL
REPORTING AND COMMUNICATION
SPILLAGE OF FUEL/CARGO

FLOODING

Assess the situation

Don PPE, if appropriate

Locate ingress of water, activate bilge pump

Inform passengers, move them from danger, as precaution ask them to don lifejackets

Prevent access to flooded area

Contact POCC

Investigate the cause and monitor flooding

Visually check for pollutants/spillage

Confirm vessel stability and status

Navigate vessel to nearest suitable wharf or drop anchor and wait for assistance

Order PREPARE TO ABANDON SHIP and ABANDON SHIP as required

ABANDON SHIP

Send Mayday

Sound vessel's horn

Stop vessel

Don life jackets

Notify crew, ask them to don lifejackets

Notify passenger, ask them to don lifejackets

Direct passengers to assembly stations

Launch survival gear

Control transfer of passengers

Try to muster passenger and crew together

Check all passengers have abandon ship

PERSON OVERBOARD

Fix position

Alert crew to lookout

Inform passengers

Contact POCC

Direct other search vessels

Commence manoeuvre for rescue operation

Conduct systematic sweep of last known POB location

Develop plan for retrieval of POB

Administer first aid

Check on passengers' wellbeing

Notify if professional medical assistance is required

SECURITY BREACH / UNLAWFUL ACT

Contact POCC

Request Police and Ambulance if required

Advise offending person that an offence is being committed and that Police have been called

Inform passengers, move them from danger

If possible obtain details from offenders

Ask witnesses to remain or record their details

Wait for Police

FIRE

Assess the situation

Don PPE

Inform passengers, move them from danger, as a precaution ask them to don lifejackets

If fire is in engine room

Evacuate engine room, shut down machinery

Shut off fuel

Close engine room air vent flaps

Contact POCC

Deploy fire extinguishers, bring deck hose on line

Fight fire

If possible navigate vessel to nearest suitable safe wharf or drop anchor and wait for assistance

Order PREPARE TO ABANDON SHIP and ABANDON SHIP as required

BOMB THREAT

Assess probability of risk (low, moderate or high)

Brief crew on situation and threat

Contact POCC

Don PPE

Implement a search contingency plan

Inform passengers and ask them to don lifejackets

Communicate by runner not radio

Navigate vessel to nearest, suitable safe wharf

Disembark passengers and crew

If suspicious object is found

Don't touch or move it

Contact POCC

Remove passengers from vicinity

Open windows and doors, cordon off area

Head to nearest appropriate wharf at max safe speed

Prepare for emergency evacuation

COLLISION / GROUNDING

Assess the situation

Check on passengers' wellbeing and notify if professional medical assistance required

Confirm vessel stability and status

Don PPE

Confirm other vessel stability and safety

Contact POCC

Assist other vessel as required

Inform passengers, move them from danger, as precaution ask them to don lifejackets

Investigate damage and watertight integrity

Check for pollutants/spillage

Navigate vessel to nearest suitable wharf or drop anchor and wait for assistance

Order PREPARE TO ABANDON SHIP and ABANDON SHIP as required

SEVERE WEATHER

Assess the situation

Secure all on board

Maintain weathertight and watertight integrity

Navigate vessel to nearest shelter

Contact POCC

Monitor weather conditions

SERIOUS INJURY / MEDICAL EMERGENCY

Assess situation to determine nature, extent and location of injury/emergency

Provide first aid

If professional medical assistance is required, advise POCC of ETA to destination wharf and type of assistance required

Inform passengers of action

Continue to provide first aid until relieved by medical personnel

Upon berthing, clear access for medical personnel

Obtain details of injured person and witnesses

CRITICAL SYSTEMS BREAKDOWN

Contact POCC

Confirm vessel stability and status

Don PPE if appropriate

Inform passengers, move them from danger, as precaution ask them to don lifejackets

Assess vessel status and determine nature of breakdown

Attempt to rectify problem or request additional assistance

Prepare anchor if necessary

If possible navigate vessel to nearest suitable wharf or drop anchor and wait for assistance

SEARCH & RESCUE

Receive brief from search coordination centre

Post lookouts

Inform passengers

Commence search pattern

Monitor and record navigation track

Invoke other emergency procedures as necessary (person overboard)

LOSS OF KEY PERSONNEL

Assess situation

Substitute crew member to assume responsibilities of disabled crew member

Inform passengers

Invoke other emergency procedures as necessary (serious injury/medical emergency)

REPORTING & COMMUNICATION

Report emergency to POCC and shore based company representative

Communicate nature of emergency to crew and passengers

Maintain a log of events

SPILLAGE FUEL/CARGO

Assess situation

Isolate overflow

Use pollution kit to contain or treat spillage

Contact POCC

Inform passengers

Liaise with and provide assistance to emergency response vessel

Annex 8— Sample Emergency Station List

Emergency Communication		Action	
Loud Beep, Beep, Beep continuously sounding		<ul style="list-style-type: none"> • Crew to Emergency Assembly Stations • Standby for communication from Master 	
Abandon ship order		<ul style="list-style-type: none"> • Instruction from Master 	
Crew duties in the event of an emergency			
Master	<ul style="list-style-type: none"> • Coordinate crew response • Establish and maintain communication with Harbour Control • Establish and maintain communication with internal shore based emergency response personnel • Enact any emergency procedure necessary to ensure the safety of the vessel, passengers and crew. 		
	Engineer	<ul style="list-style-type: none"> • Standby for communication from the Master, either via two-way radio or ships PA. • Receive briefing • Attend to emergency • Supervise GPHs 	
GPH 1		<ul style="list-style-type: none"> • Standby for communication from the Master, either via two-way radio or ships PA. • Receive briefing • Attend to emergency or carryout actions required by the Master/Engineer 	
	GPH 2	<ul style="list-style-type: none"> • Standby for communication from the Master, either via two-way radio or ships PA. • Receive briefing • Attend to emergency or carryout actions required by the Master/Engineer 	
GPH 3:		<ul style="list-style-type: none"> • Standby for communication from the Master, either via two-way radio or ships PA • Receive briefing • Coordinate passenger control and hospitality staff 	
	Hospitality Staff	<ul style="list-style-type: none"> • Standby for instructions from the Master and / or the Marine Crew • Move passengers away from immediate danger as necessary • Exercise passenger control measures if necessary per instructions to Hospitality staff in the event on an emergency • Distribute and assist passengers in donning life jackets if PREPARE TO ABANDON SHIP DIRECTIVE IS ISSUED 	
Signature			Date

Annex 9— Sample Schedule of Maintenance Items

NB: This schedule of maintenance items is generic and should be altered to suite a particular vessels and organisations.

Area	Item	Detail	Frequency of service / inspection															
General Arrangement	Signs limiting passenger access	Must be legible and appropriate.																
	Guard rails	Ensure guard rails/wires are in good condition (no broken strands) and stanchions are secure.																
	Ladders, stairs	Ensure ladders and stairs are secure and tread is not worn smooth.																
	Deck surfaces	Ensure non skid finish and surface is in good condition.																
	Escape arrangements	Ensure escape paths are unobstructed.																
	Toilets, showers and hand basins	Ensure these facilities are operational, in good condition and hygienic.																
	LP gas system	Ensure safety shut off is working and system is operating properly.																
	Waste pumps/tanks/pipe work	Ensure pumps, pipes and tanks are operational and in good condition.																

Area	Item	Detail	Frequency of service / inspection																		
Machinery	Main and auxiliary engines	Service regularly																			
	Fuel tanks	Check condition of fuel tanks and supporting structure regularly																			
	Bilge / fire pumps	Test in accordance with operational manual. Repair and adjust if poor performance is observed.																			
	Bilge alarms	Repair and adjust as necessary.																			
	Pipe work	Check for corrosion, cracks, deteriorated flexible sections, damaged or missing hose clips, strainers. Check the condition of any pipe supports.																			
Electrical	Low Voltage (240 / 415 volts) system	Visually inspect the electrical installation, including plugs, socket, extension leads, and portable equipment. Check for mechanical damage, corrosion, watertight integrity of fittings in exposed locations and exposed wiring.																			
	Extra Low Voltage (12 / 24 volt) battery	Batteries: check the general condition, tightness of terminals and electrolyte levels of wet cells Inspect the complete electrical																			

Area	Item	Detail	Frequency of service / inspection															
Safety	supplied system	installation. Check for cleanliness, mechanical damage, corrosion, watertight integrity of fittings in exposed locations and exposed wiring or terminals.																
	Inflatable life rafts and release	Service as required by NSCV Part C Section 7 Subsection 7A.																
	Lif jackets (PFD) - list type	Inspect overall condition of jackets including straps and reflective tape. Where buoyant material has hardened jackets are to be discarded. Check that jackets are readily accessible.																
Fire Fighting	Distress signals & EPIRB	Test battery regularly and replace battery and flares before expiry.																
	Emergency lighting	Test to ensure lighting is operational. Repair if required																
	Fire detection/smothering system	Check system visually and have serviced in accordance with manufacturer's instructions.																
	Non-portable and portable fire extinguishers	Service in accordance with manufacturer's recommendation. Check pressure gauges during pre-departure checks. Shake dry powder units regularly to ensure powder has																

Area	Item	Detail	Frequency of service / inspection															
		not compacted.																
	Fire main, water service pipes and hydrants	Test in accordance with operational manual. Repair and adjust if poor performance is observed. Monitor condition of drive belts and control arrangements.																
Water tight integrity	Weather tight doors and seals	Reseal if reported leaking at hull joint. Check gaskets to ensure dogging bolts are free, the deadlights seal and glass is not damaged. Repair or replace as necessary.																
	Hatch covers / securing devices	Monitor and repair as necessary.																
	Fire dampers	Test and repair as necessary.																
	Freeing ports / scuppers	Maintain free of obstructions.																
Structure	Hull / deck / bulkheads / superstructure (internal)	Conduct a thorough internal inspection of hull framing, bulkheads, deck and deck framing, bulwarks. Inspect the superstructure, windows and closing arrangements.																

Annex 11— Sample Crew Register

Personal Details			
Name:			
Address:			
Phone:	H:	M:	DoB:
Position		Date joined vessel	
Next of Kin			
Name:			
Address:			
Phone:	H:	M:	
Certificates			
Title		Expiry Date	Copy
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
Training			
Title	Date	Title	Date
Induction Training			

Annex 12— Sample Induction Checklist

Vessel survey class and restrictions

- Number of passengers allowed on various decks
- Operating restrictions within the harbour

Engine room

- Engine types and gauges
- Machinery guards
- Bilges and bilge pumps locations
- Fire pumps
- Bilge arrangement
- Exhaust fans
- Location of fresh water fillers

Generators

- Shore power / Gen power switching

Anchor winch and procedure for anchoring

- Winch operation
- Procedure for anchoring
- Ensuring safe working areas
- Securing anchor
- Signalling and location

Power distribution boards

- Electrical safety

Emergency fuel shut off valves

- Who issues the order and when
- Emergency fan shut off
- Emergency vents flaps

Engine & generator room vent shutoffs

- Who issues the order and when

Berthing procedures

- Rope work

- Berthing procedures
- Practical demonstration
- Communication with the Master throughout berthing operations
- Handling of gangplank
- Managing people in wheel chairs

Emergency procedures

- Read and understand onboard emergency procedures and instructions to non marine crew in the event of an emergency
- Familiarisation with fire, emergency and abandon ship drills
- Effective crowd control
- Distress calling via VHF radio
- Communication with the Master in the event of an emergency
- Emergency stop
- Boat handling
- Duties in case of an emergency

Onboard communication equipment

- Use of VHF radio
- Use of intercommunication / buzzer systems
- Onboard telephone

Fixed fire extinguishing system

- Activation locations
- Flooding locations
- Procedure for use of fixed fire extinguishing system
- Who can decide when to use fixed fire extinguishing system

Fire fighting equipment

- Fire extinguisher type identification
- Classes of fire and types of extinguishers
- Use of fire hoses, reach
- Use of fire blankets, location

Wheelhouse

- Familiarisation with instruments
- Familiarisation with communications equipment

- Familiarisation with steering
- Familiarisation with all electrical devices
- Familiarisation with emergency lighting
- Bilge alarms
- Fire alarms
- Fire pump start button

Emergency Equipment

- Location of carley floats
- Location of life rings
- Location and number of life jackets onboard
- Location of the safety management system

Annex 13— Sample Drill Scenarios

Before any drill

All crew and other staff should:

- know the location of emergency equipment and how to operate the equipment relevant to their responsibilities;
- be familiar with the emergency procedures for the vessel;
- be aware of their responsibilities in an emergency;
- be aware of reporting arrangements;
- understand their additional responsibilities should key personnel become incapacitated.

The drill

Sample scenarios are described below:

Main cabin fire

The bain marie is on fire in the main cabin of the vessel. The fire alarm sounds in the wheel house. The fire quickly spreads and thick smoke is filling the cabin. Passengers start to move to the outer decks of the vessel and there is congestion at the entry/exits of the vessel hindering the crew's response to the fire.

Additional scenario input:

A passenger is injured during the incident.

Master incapacitated

The vessel is operating at speed. The Master is steering and a GPH is on look out due to high levels of traffic. The engineer is not present, having gone down below to attend to some routine maintenance. The Master clutching at his chest, falls from his seat pulling on the helm as he hits the ground. The vessel swerves violently toward a fleet of small dinghies that are becalmed by a lack of wind.

Additional scenario input:

The vessel collides with one of the dinghies.

Man overboard

During normal operation the crew are alerted by passengers that a woman has jumped off the vessel. On investigation the crew learn that she jumped from the stern of the vessel whilst it was at high speed. The woman wears dark clothing and there is a slight wind chop, making her difficult to spot in the water.

Additional scenario input:

Conduct this scenario once with the passenger conscious and secondly unconscious, so that the recovery procedure can be scrutinised.

Points to watch during a drill

Master must:

- control and direct the crew and staff response
- communicate in clear, concise, assertive and unemotional language

Crew must:

- maintain situational awareness
- communicate in clear, concise, assertive and unemotional language
- keep passengers informed
- advise POCC if required
- use safe practices
- provide feedback to the Master
- use crowd control measures, if required
- work effectively as a team

After the drill

The Master must:

- arrange for any faulty or missing equipment to be repaired or replaced, make a record in maintenance schedule, deficiency register or logbook
- assess those aspects of the drill that were well executed and those areas that require additional training
- compare crew actions during the drill with the documented procedure, update the procedure if required
- provide feedback to crew
- complete a drill/training report form

Annex 14— Sample Safety Drill / Training Report Form

Date:		Vessel:	
Master / Convener:			
Nature of Drill / Talk /Training			
Names of crew involved:			
Comments			
Master's Signature:			

Annex 15— Sample Vessel Log

Date:				Master:				
Voyage Description								
Names of crew								
Checks								
Crew briefing		<input type="checkbox"/>	Pre operating checks completed		<input type="checkbox"/>	Sea & weather conditions checked		<input type="checkbox"/>
<i>Add Items ...</i>		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
LOG								
Time	Pax	Dep / Arr / Pos / Event		Comment				
Master's Signature								



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