



Australian Government

Australian Maritime Safety Authority

SAMPLE SAFETY MANAGEMENT SYSTEM DOCUMENT

FOR A CLASS 1 OPERATION

*A GUIDE TO ASSIST DCV OWNERS
TO CREATE A SMS DOCUMENT FOR
A CLASS 1 PASSENGER OPERATION*

INTRODUCTION

Legislation Framework

The *Marine Safety (Domestic Commercial Vessel) National Law Act 2012* (the Act) provides a single national framework for ensuring the safe operation, design, construction and equipping of domestic commercial vessels (DCVs).

The Act imposes safety obligations on owners and masters of DCVs to ‘*so far as is reasonably practicable*’ ensure the safety of their vessels, marine safety equipment that relates to the vessel and the operation of the vessel. DCV owners and masters must implement and maintain safety management systems on their vessels to comply with their statutory safety obligations.

The Australian Maritime Safety Authority (AMSA) as the National Regulator administers the Act and manages a framework for verifying the sufficiency of DCV safety management systems. Documented Safety Management Systems (SMS) are one way in which DCV owners can demonstrate that they comply with the safety management system requirements of the Act.

The Act gives effect to the National Standard for Commercial Vessels (NSCV), which establishes recognised standards for the design, construction, equipping, operation and crewing of DCVs. NSCV Part E identifies the minimum requirements for the safe operation of DCVs.

AMSA as the National Regulator has developed this Sample Safety Management System (SMS) to help DCV owners and operators meet their obligations under NSCV Part E and the Act.

Introduction to Sample SMS

This sample SMS is an example of a documented safety system for a less-complex Class 1 operation.

DCVs and their operations within Australia are extremely diverse as are the circumstances and environments in which they operate. This means that safety systems for DCVs must be tailored to suit their unique commercial operations and account for any associated organisational and operational risks. This sample SMS has been developed to provide DCV owners and masters with a document that:

- May assist them to develop their own operational SMS or equivalent safety system that may be used to demonstrate compliance with the requirements of NSCV Part E and the Act.
- May assist them to review and as necessary revise any safety system they’ve already established to more closely align it with the requirements of NSCV Part E and the Act.

The use of the material in this document is not mandatory and is provided as examples that may be of assistance in developing an appropriate SMS document for a particular operation.

Wherever possible DCV owners are encouraged to involve their vessel masters and crews in the development, evaluation and review of their DCVs safety systems whether they take the form of a documented SMS or an equivalent approach that satisfies NSCV Part E and their requirements under the Act.

SMS SAMPLE CONTENTS

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1. Vessel information and Contact Details - *Champagne* CVR6754

VESSEL DETAILS								
Vessel Name:	<i>Champagne</i>		Unique Identifier No:	CVR 6754				
Vessel Type:	Passenger Vessel		Vessel Length:	12.75 Metres				
NSCV Risk Category:	General Risk		NSCV Service Category:	Class 1D				
DESIGN and GENERAL LAYOUT								
Main Engine		Machinery Space		Fire Detection and Protection			Decks	
Single Screw	350 kW	Unmanned		Machinery Smothering	Space Fixed	Fire	Single	
OPERATION SUMMARY								
Operating Area	Activity	Voyage Duration	Pass Nos	Core Complement			Appropriate Crew	
				Certified			Certified	Un/Cert
				Master	Engineer	GPH	As per core complement	Adjusted as necessary in response to outcomes at Appendix C
Partially Smooth Waters	Eco Tours	6 Hrs	20	M5<24M NC	MED 3 NC	1		
CONTACT DETAILS								
Vessel Owner:	Name	Address		Telephone		Email or Fax		
	Champagne Cruises Pty Ltd	13 Randolph Place Bazzinga Qld 3256		07 4367 8902 0422 435 871		champagne@tpg.com 07 4367 8916		
Designated Person:	Ms Karyn Noble (Director)	As per above		As per above		As per above		

2. Risk Identification, Assessment and Management

2.1 Introduction

Karyn Noble, a director of Champagne Cruises Pty Ltd is the vessel owner and the designated person. I have conducted an assessment of risks associated with the vessel *Champagne* and its commercial operations against Part E of the National Standard for Commercial Vessels (NSCV) and the Act. Forms used by the company to help identify, assess and manage risks are attached at Appendix A.

The designated person values the experience and knowledge of the *Champagne's* crew and has involved them in all phases of the risk assessment and management process.

The *Champagne's* risk assessment and management process is modelled on requirements of AS/NZS ISO 31000:2009 and risk registers have been established to record identified risks and summarise measures taken to eliminate or effectively control them. All risks recorded in the register have been individually assessed and controlled and this process has been documented.

2.2 Risk Management Program Review

The risk management program is subject to review each year and unscheduled reviews are carried out in response to any significant changes to the vessel's operation or identified improvement opportunities and non-conformances.

Review processes are fully documented as are any corrective actions taken in response to outcomes of these reviews.

2.3 Risk Management Responsibilities

2.3.1 Master and designated person

Ms Karyn Noble in her capacity as a director of Champagne Cruises Pty Ltd is the owner's representative, the vessel's normal master and the designated person responsible for the implementation, maintenance, review and improvement of the vessels' risk management program.

Ms Karen Noble will consult crew as necessary to inform the risk management program review process.

The master is responsible for implementing and complying with the safety management system of the vessel and the operations of the vessel.

2.3.2 Vessel crew

The crew have a safety duty to comply with lawful directions of the master of the vessel to comply with the policies and procedures that have been established to provide for their safety and that of others who work or travel on the vessel.

3. Vessel owner, master and designated person responsibility and authority statement

Ms Karyn Noble, of 13 Randolph Place, Bazzinga, Qld 3256 is a Director of Champagne Cruises Pty Ltd, the owner of the vessel *Champagne* unique identifier No CVR6754. Ms Karen Noble is normally the vessels Master and is the Designated Person.

The vessel owner and, master are responsible for the ongoing sufficiency of resources necessary to ensure the competency of crew, the seaworthiness of the vessel and the safety of its operations.

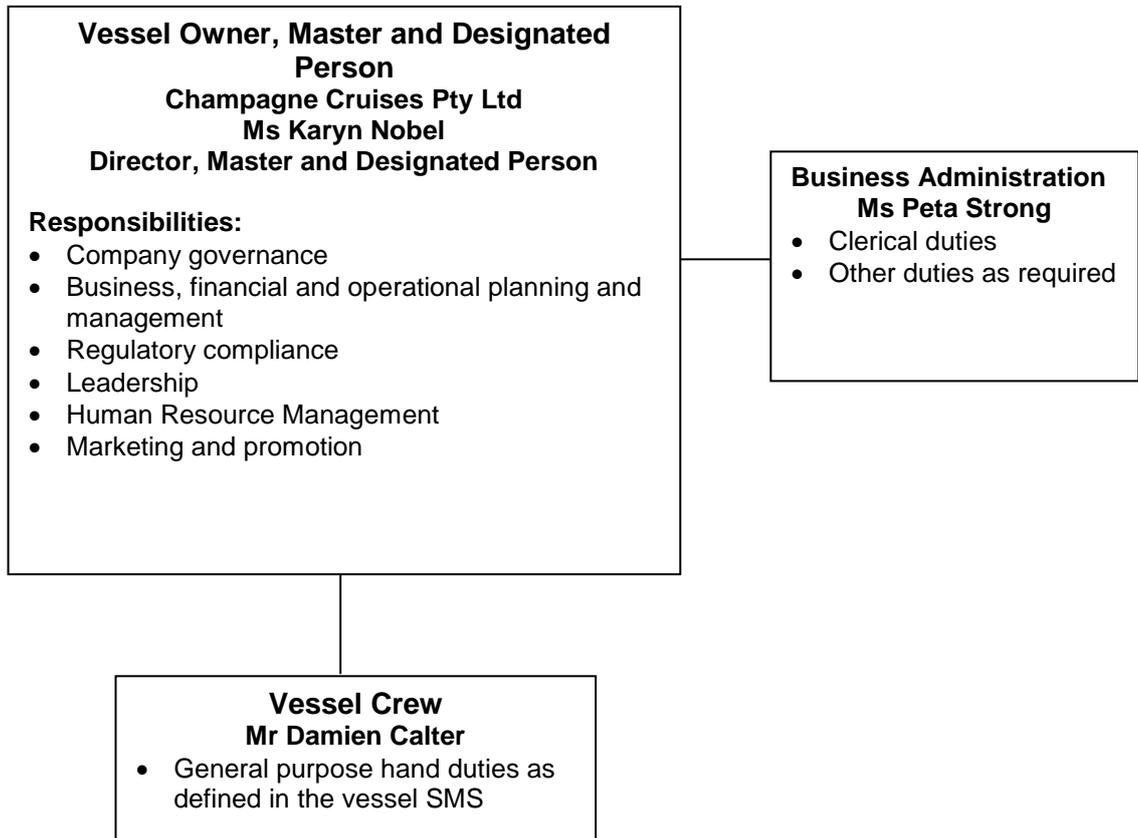
Wherever possible the vessel owner and master will encourage crew members to contribute to the following processes to improve the vessel's safe operations:

- Development, maintenance, review and improvement of the vessel's Safety Management System (SMS).
- Development, maintenance, review and improvement of any additional policies, procedures or guidelines considered necessary to help all persons that have duties and responsibilities in connection with the vessel fulfil their respective duties and responsibilities and provide for the safe operation of the vessel.
- The identification, delivery, review and improvement of induction training and ongoing learning and development initiatives for the master and crew that promote currency of crew competency.
- Appropriate crew determinations for the vessel's normal and emergency operations.
- Scheduling, review and improvement of the vessel's routine maintenance program.

- Investigation of all incidents, accidents and SMS breaches as well as follow-up with appropriate corrective action and verifying its effectiveness.

The owner understands the importance of a safety culture and the need to establish a work environment where the reporting of near misses, incidents, accidents and non-conformances is encouraged at all levels within the company and is followed up with timely and appropriate corrective action.

The following organisational chart clarifies the reporting arrangements between the vessel owner and crew and associated lines of communication.



The designated person/master uses pre-departure checklists for each voyage to confirm the vessel's seaworthiness. Seaworthy means the vessel carries appropriate crew and is maintained and equipped with the fire-fighting, safety and lifesaving appliances required for its service category, intended area of operation and associated risks.

The master is responsible for making sure the vessel operates in line with the requirements of the vessel's SMS. This means actively taking measures to ensure crew members fully understand the precautions and procedures that provide for the safe operation of the vessel and protect the environment from pollution.

The designated person/master plays a lead role in crew training and development (this responsibility is clarified at Section 4.1 of the SMS).

4. Resources and personnel

4.1 Crew training

As the vessel's master also performs the duties of vessel master and engineer the only additional crew carried is a general purpose hand. The owner ensures its general purpose hands hold a Certificate 1 under

the national training framework and so confines safety induction training to the vessel's risk assessment and management program, the SMS and in particular its emergency plans.

The general purpose hand also performs the role of senior first aid officer and the owner ensures this qualification is current at all times.

The crew training program ensures:

- The general purpose hand is capable of competently fulfilling the duties and responsibilities of the role.
- That any extra training necessary to maintain currency of competency or respond to opportunities for improvement is identified and delivered.

The owner is responsible for ensuring the delivery of crew induction safety training and ongoing learning and development opportunities. This will be coordinated by the master of the vessel. The "crew duties and responsibility" statements at Appendix B of the vessel's SMS and information in its emergency plans provide a basis for crew training for normal operations and identified emergency situations.

The training records confirm who participated in the training or development, the resultant outcomes and delivery date.

All crew training and development records are held in Champagne Cruises principal place of business being 13 Randolph Place, Bazzinga, Qld 3256. Arrangements to view these documents can be arranged through the designated person.

The forms used to record crew training are listed at Appendix B.

4.2 Appropriate crew

Champagne Cruises Pty Ltd conducts daily eco-tours in Moreton Bay departing from the company's berth at South Bank on the Brisbane River. The assessment method used by Champagne Cruises Pty Ltd to determine core complement and appropriate crew numbers is detailed at Appendix C.

5. Procedures for onboard operations

5.1 Passenger safety briefing

The master delivers a passenger safety briefing before departure on each voyage to alert passengers to the important safety features of the vessel (this is set out in the template at Appendix D). During the course of the safety briefing the general purpose hand provides passengers with a demonstration of how to put on and secure their life jackets.

5.2 Passenger verification procedure

Champagne Cruises Pty Ltd understands the importance of accounting for passengers at all times during the cruise. Passenger bookings are taken by shore-based staff and total passenger numbers confirmed with the master prior to each voyage. The master conveys this information to the general purpose hand who verifies the passenger numbers during passenger boarding and disembarkation. This includes passenger head counts that are to be conducted during the Moreton Bay eco-tours when passengers depart for and return from lunch on Tangalooma Island.

The general purpose hand is to inform the master of the outcome of the passenger head counts and advises any anomalies. The master records the outcomes of the passenger verification process in the vessel log.

5.3 Vessel pre-departure checks

The vessel master and general purpose hand perform and record the completion of these checks in accordance with the schedule at Appendix F.

The completed checklists are to be retained by the master for the duration of the voyage as part of the vessel's SMS documentation. These checklists are returned to the shore-based office on completion of the voyage and retained as part of the SMS office copy.

5.4 Berthing of vessel

Master and crew are to complete the following activities to minimise the risk of crush injury to passengers during the course of berthing the vessel.

The master must:

- Use the passenger safety briefing to initially alert passengers to the risk.
- Use the vessel's personal address system to refresh the above warning prior to the vessel berthing.
- Ensure crew are made aware of this procedure during their safety induction training and record this in the crew training record.

The crew must:

- Instruct any passengers in the near vicinity to prepare for departure and move to the main saloon as directed by the master

6. Emergency preparedness

Emergency plans have been established in accordance with NSCV Part E. The primary objective of these plans is to provide a timely, appropriate and coordinated response to identified emergencies and assist with their effective management. It includes the identification and management of any foreseeable risks associated with these emergency situations.

The owner /master is to ensure and the designated person is to monitor that:

- Crew understand the primary objective of the emergency plans.
- Crew know their designated roles and responsibilities detailed in the emergency plans.
- Crew demonstrate proficiency in fulfilling their designated roles and responsibilities through practical application during emergency drills.

The emergency plan for a fire on board is detailed at Appendix D.

The master conducts monthly drills to test the effectiveness of the crew's response to emergencies and uses any lessons learnt to inform crew training and development. The details of these drills are recorded in the vessel log.

7. Follow up on hazardous occurrences and non-conformances

Champagne Cruises Pty Ltd has established a procedure to provide consistency in these follow-up investigative processes. The procedure provides for an effective response to incidents, accidents and detected non-conformance.

The action request form at Appendix E is to be used by crew to record and report all hazardous occurrences and non-conformances.

The owner/master is responsible for and the designated person is to monitor timely review of all action request forms and the following:

- Approval of any action that needs to be taken in response to the request.
- Confirming the effectiveness of all corrective actions taken.
- Making necessary changes to the vessel's SMS.

Copies of all completed action requests are retained in the shore-based office.

8. Maintenance of vessel and equipment

Champagne Cruises Pty Ltd uses a number of processes to provide for the effective maintenance of the vessel and its equipment and these are detailed below:

- Pre-departure checks carried out by crew prior to each voyage (refer Appendix F for templates).
- The action request form at Appendix E, which provides for the recording and resolution of all identified unscheduled maintenance.
- Monthly inspections performed by the designated person as per the template at Appendix F.
- The planned maintenance schedule at Appendix F which identifies and schedules all significant maintenance.

Copies of all maintenance records are retained in the shore-based office.

9. Documentation

A vessel log (refer Appendix G) has been developed and is maintained in hard copy on the bridge of the *Champagne*.

The master is responsible for updating the log for each voyage and recording any incidents, hazardous occurrences or non-conformances that occur during any voyage.

Personal details of crew and their next of kin including contact numbers are recorded in the log.

The log is retained for a period of five years as are all documentary records of the SMS.

10. Verification, review and evaluation

Champagne Cruises Pty Ltd reviews the *Champagne's* SMS annually and carries out unscheduled reviews as required.

Unscheduled reviews may be triggered by:

- A significant change to the vessel's operation.
- Corrective action in response to the outcomes of a non-conformance, hazardous occurrence or other incident.
- An identified improvement opportunity.

The action request form at Appendix E is used as a means to record details of any changes to the SMS triggered by the annual or unscheduled review process.

All records of outcomes from the SMS review process are kept at Champagne Cruises principal place of business being the company's office at 13 Randolph Place, Bazzinga, Qld 3256

APPENDIX A - RISK MANAGEMENT

AMSA – IMPORTANT NOTICE

The following guidance material has been prepared to assist vessel owners, masters and crew to better understand the risk assessment and management provisions of NSCV Part E.

The intent is to present **sample** guidance material and **some** worked examples that explain and express important aspects of the risk management methodology in a user friendly manner based around a hypothetical vessel operation. The guidance material is not an exhaustive representation of matters that need to be considered for compliance with schedule 2 of NSCV Part E.

Importantly, for any risk assessment and management process to be effective within the context of commercial vessel operations, it must be personalised to the vessel and its unique operation. Vessel owners have responsibility for the sufficiency and appropriateness of methods employed to develop their SMS and fulfil the risk management requirement of NSCV Part E.

Introduction

Champagne Tours Pty Ltd risk assessment program complies with the requirements of AS/NZS ISO 31000:2009. The company has applied the following to promote consistency in the assessment and management of identified risks.

Term	Simple Meaning
Hazard	Something that exists and could cause harm (example - oil on deck)
Foreseeable Risk	A risk which a reasonable person should anticipate possible with commercial vessel operations.
Risk	The probability of a hazard resulting in an adverse event (example – personal injury due to slipping on the oil)
Likelihood	The probability of the risk/ hazard (example - What are the chances that someone could slip on the oil)
Consequence	What could happen if the identified risk/ hazard occurs (ie minor/serious personal injury etc)
Risk treatment Risk Management Risk Control	Measures have been put in place to eliminate the hazard/risk or reduce it (example Oil is cleaned up or the oily section of the deck is cordoned off to passengers and crew and cautionary signage erected)
Residual Risk	If the hazard or risk hasn't been completely eliminated but controlled in some way, what element of risk remains?
Tolerable Risk	If some level of risk remains it is considered acceptable given the nature of controls that are in place
Risk Register	A table or similar that records all the identified hazards and risks associated with the vessel and its operations including a summary of the risk assessment and risk management/control outcomes.
Risk Prioritisation	The order in which risks that are identified in the "Risk Register" are subject to treatment/control. For example - in most instances risks that receive an "Extreme" rating based on the likelihood and consequence would be treated/controlled prior to one that receives a "Medium" rating.

LIKELIHOOD

Category	Explanation
Almost certain/frequent	Expected to occur in most circumstances, or often in the life of the operation
Likely	Probably occur in most circumstances but unlikely to occur often in the life of the operation
Possible	Might occur at some time, unlikely to occur to every vessel but may occur to a few vessels of a type.
Unlikely/remote	Unlikely to occur but should be considered as possible.
Rare/improbable	So extremely remote that it should not be considered as possible unless exceptional circumstances exist.

CONSEQUENCE

Category	Human injury	Financial cost	Work/income/reputation	Environment
Catastrophe	Multiple fatalities	Loss of vessel	Operations halted/end of income	Extensive environmental damage
Major	Fatality	Extensive financial loss	Major disruption to operations	Major environmental damage
Moderate	Disabling injury requires medical treatment	Significant financial loss — rescue of vessel required	Significant production/achievement disruption	Significant environmental damage
Minor	First aid treatment — minor cuts/bruises or bumps	Notable financial loss	Slight production/achievement disruption	Minor environmental damage
Insignificant	No injuries	Negligible financial loss	No effect on work	Negligible environmental damage

LIKELIHOOD and CONSEQUENCE MATRIIX

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain/frequent	High	High	Extreme	Extreme	Extreme
Likely	Medium	High	High	Extreme	Extreme
Possible	Low	Medium	High	Extreme	Extreme
Unlikely/very remote	Low	Low	Medium	High	Extreme
Rare/improbable	Low	Low	Medium	High	High

RISK TREATMENT/CONTROL RATING

The vessel owner has used the following criteria to inform decisions regarding the sufficiency of applied risk treatment and control measures:

Risk Treatment Method	Risk Treatment Rating
1. Eliminate hazard/risk	(E) Effective
2. Isolate hazard/risk or apply re-engineer or re-design solution	(A) Adequate
3. Introduce administrative solution – (Staff training, Personal Protective Equipment, Cautionary Signage)	(W) Weak
4. Combination of isolate, re-engineer/re-design and administrative solutions	(A) Adequate (Dependent on the nature and type of these controls)

Risk Register - Vessel Operations

Operational Activity	Identified Risks or Hazards	Possible Impact	Initial Risk Assessment			Existing Risk Control Measures			Revised Risk Assessment			Revised Risk Control Measures			Residual Risk	
			Likelihood	Consequence	Risk Level	E	A	W	Likelihood	Consequence	Risk Level	E	A	W	Accepted	
															Y	N
Passenger Boarding	Slips, trips or falls	Personal injury	Possible	Major	Extreme											
Passenger accommodation	Slips, trips and falls on board	Personal injury														
Passenger accommodation	Person overboard	Personal injury or fatality														
Vessel berthing	Crush injury	Personal injury	Possible	Moderate	High			W	Unlikely	Minor	Low		A		Y	
Passenger accommodation	Scalds from hot beverages	Personal injury	Possible	Moderate	High			W	Unlikely	Minor	Low		A		Y	
Passenger accommodation	Wash from other vessels	Personal injury														
Passenger accommodation	Medical emergency	Injury or illness														
Passenger accommodation	Collision	Personal injury or fatality														
Routine operations	Grounding	Personal injury or fatality														
Routine operations	Compartment flooding	Passenger trapped or injured or fatality?														
Routine operations	Fire in machinery space	Personal injury or fatality														

Operational Activity	Identified Risks or Hazards	Possible Impact	Initial Risk Assessment			Existing Risk Control Measures			Revised Risk Assessment			Revised Risk Control Measures			Residual Risk	
			Likelihood	Consequence	Risk Level	E	A	W	Likelihood	Consequence	Risk Level	E	A	W	Accepted	
															Y	N
Arrive/depart berth	Entanglement in mooring lines	Crew sustain Personal injury or fatality														
Deploy/recover anchor	Entanglement	Crew sustain Personal injury or fatality														
Main & auxiliary machinery checks	Caught in rotating equipment	Crew suffer personal injury or fatality														

Refer next page for worked examples of risk assessment, treatment and control of risks highlighted above

RISK ASSESSMENT AND TREATMENT

Initial Risk Assessment								
Identified Hazards or Risks	Risk Factors			Existing Control Measures	Control Measure Rating			
	Likelihood	Consequence	Risk Level		E	A	W	
Crush injury sustained during berthing of vessel	Possible	Moderate	High	No documented procedure to date crew know to keep passengers clear when berthing				W
Revised Risk Assessment								
Identified Hazards or Risks	Risk Factors			Additional or Revised Control Measures	Control Measure Rating			
	Likelihood	Consequence	Risk Level		E	A	W	
Crush injury to passenger during the course of berthing the vessel	Unlikely	Moderate	Medium	Fixed fenders installed at berth to ensure separation of vessel and berth at all times	E			
				Master issues alert to passengers over loud speaker prior to berthing.		A		
				Signage installed at the bow and stern of vessel warning passengers to keep clear during berthing.		A		
				Information included in the passenger safety briefing.		A		
				Procedure added to SMS confirming the respective roles of Master and crew.		A		
Implementation of Revised Control Measures								
Responsible Person	Priority			Completion Date	Verification of Effectiveness of Control/s			
	H	M	L		Responsible Person	Signature	Date	
Karyn Noble				13 January 2013	Karyn Noble	<i>Karyn Noble</i>	20 January 2013	
Additional Comments:	<p>The SMS has been revised in accordance with the above and application of the changes monitored at an operational level. Passengers adhered to the direction given by master and crew and no crush injuries occurred during the period the corrective action review period.</p> <p>The designated person consider the combination of treatments/controls are sufficient to significantly reduce the risk of crush injuries</p> <p>The overall revised control measures rating is considered "A" for Adequate</p>							

Initial Risk Assessment								
Identified Hazards or Risks	Risk Factors			Existing Control Measures	Control Measure Rating			
	Likelihood	Consequence	Risk Level		E	A	W	
Scalds from hot water or hot beverages	Possible	Moderate	High	Safety Notices posted in the galley and at the customer self service area			W	
Revised Risk Assessment								
Identified Hazards or Risks	Risk Factors			Additional or Revised Control Measures	Control Measure Rating			
	Likelihood	Consequence	Risk Level		E	A	W	
Scalds from hot water or hot beverages	Unlikely	Minor	Low	Customer self-service option removed	E			
				All hot beverages prepared and served by crew	E			
				All coffee or tea served to passengers during Eco Tours is provided in standard take away containers with covered tops		A		
				Safety Notices for passengers posted in the main passenger accommodation areas				W
				Safety notice advises passengers that hot beverages should only be consumed while seated				W
				Safety Notice posted at servery				W
				Crew receive training in safe use and handling of hot water and beverages and immediate first aid.			A	
Implementation of Revised Control Measures								
Responsible Person	Priority			Completion Date	Verification of Effectiveness of Control/s			
	H	M	L		Responsible Person	Signature	Date	
Karyn Noble				3 July 2013	Karyn Noble	<i>Karyn Noble</i>	15 July 2013	
Additional Comments:	<p>The vessel owner monitored the crews' use of boiling water and preparation and provision of hot beverages to passengers.</p> <p>The vessel owner monitored the passenger reaction to the new procedures and level of compliance with restriction that all hot beverages should be consumed while seated.</p> <p>The overall revised control measures rating is considered "A" for Adequate</p>							

APPENDIX B - CREW TRAINING

Crew Duties and Responsibilities

MASTER and ENGINEER

Master Name:

Date of commencement: **Date of employment cessation:**.....

Address:
.....
.....

Telephone: (Home) (Mobile)

Name of Next of Kin: **Relationship:**

Contact Details:(Home Phone)(Mobile)

Master Certificate of Competency level:

Copy of CoC retained as part of crew records: Yes

Deck Duties and Responsibilities:

The master is responsible for coordinating delivery of the crew's daily duties when the vessel is at its berth.

The vessel master is responsible for the following:

1. The safe navigation and operation of the vessel.
2. Implementation of the vessel's Risk and Safety Management Systems.
3. Implementation of the Crew Training Program.
4. Liaison between the vessel and the designated person.
5. The seaworthiness of the vessel (shared responsibility with owner) and sufficiency of all pre-departure checks carried out by crew to ensure this outcome.
6. All internal and external communications associated with the vessel's operation.
7. Management and control of responses to marine incidents and accidents in accordance with the vessel's emergency response and reporting procedures".
8. Delivery and effectiveness of the SMS review process (shared responsibility with owner).

Engineering Duties and Responsibilities:

1. All main and auxiliary machinery pre-departure checks and machinery start up and shut down procedures.
2. Routine maintenance of main and auxiliary machinery and the provision of reports to the vessel master concerning the operational status of this machinery.
3. Monitoring of low voltage and extra low voltage electrical installations.
4. Fuelling of the vessel.
5. Fuel monitoring and transfer.
6. Filling and monitoring of fresh water tanks
7. Monitoring of the vessels sewage and grey water systems
8. Response to marine incidents as detailed in the vessels' emergency response and reporting procedures.

GENERAL PURPOSE HAND

General Purpose Hand Name:

Date of commencement: **Date of employment cessation:**.....

Address:
.....
.....

Telephone: (Home) (Mobile)

Name of Next of Kin: **Relationship:**

Contact Details:(Home Phone)(Mobile)

Copy of GPH Certificate retained as part of crew records: Yes No

Crew Duties and Responsibilities - General Purpose Hand

The general purpose hand’s duties are the following:

1. Vessel pre-departure checks as detailed in the SMS.
2. Passenger boarding and verification
3. Passenger safety briefing demonstrations
4. Passenger safety management
5. Assist the Master/Engineer with the performance of engineering duties as directed by the master.
6. Duties and responsibilities as the senior first aid officer.
7. Response to emergency situation as per the emergency plans.

DECK HAND

Deck **Hand** **Name:**
.....

Date of commencement: **Date of employment cessation:**.....

Address:
.....
.....

Telephone: (Home) (Mobile)

Name of Next of Kin: **Relationship:**

Contact Details:(Home Phone)(Mobile)

Crew Duties and Responsibilities - Deck Hand

1. Assist GPH as directed by master
2. Response to emergency situations as per the emergency plans

INITIAL SAFETY INDUCTION TRAINING

CREW MEMBER				ITEMS OR SYSTEMS TO BE COVERED OFF	
Master	Engineer	GPH	Deck Hand		
✓	✓	✓		Safety Equipment	
✓	✓	✓		Life Saving Equipment	
✓	✓	✓		Fire Safety Equipment	
✓	✓	✓		Miscellaneous Equipment	
✓				Vessel Operating Controls	
✓				Navigation Equipment	
✓		✓		Radio Communications Equipment	
✓				Radio Comms Protocols Ship to Ship - Local Requirements	
✓				Vessel Operating System Alarms	
✓				Manoeuvring at Berth	
✓				Emergency Stop Procedure	
✓				Voyage Planning	
✓				Charts and Safe Navigation	
✓				Bridge Watchkeeping	
✓		✓		Anchor Deployment and Recovery	
✓		✓		Safe berthing procedure	
✓		✓		Lookout Duties	
✓	✓	✓		Voyage Pre-Departure Checks	
	✓			Main Propulsion/Auxiliary Machinery and Watchkeeping	
	✓			Electrical Installations	
	✓	✓		Fuel System	
	✓	✓		Fire and Bilge Pumps	
	✓	✓		Steering Gear and Emergency Steering	
	✓	✓		Sewage and grey water systems	
✓	✓	✓		Pollution Prevention	
✓	✓	✓		Confined Spaces	
✓	✓	✓		Watertight Subdivision and Integrity	
✓	✓	✓		Vessel Safety Management System	
				Overview of Emergency Procedures	
TRAINING DELIVERY DATE		TRAINEE		TRAINER	
		Name	Signature	Name	Signature
26/05/2012	GPH	Damien Calter	<i>Damien Calter</i>	Karyn Noble	<i>Karyn Noble</i>

GENERAL PURPOSE HAND - DUTIES AND RESPONSIBILITIES COMPETENCY ASSESSMENT

Role or Activity	Competency Units	Competent		Sign Off - Verification		
		Yes	No	Master Name	Date	Signature
Risk Management	Applies safe work practice					
	Demonstrates correct application of Action Request Forms for reporting of safety issues					
Safety Management System	Explains key aspects of the vessel's SMS					
	Participates in delivery of the Passenger Safety Briefing and associated practical demonstration					
	Performs designated duties and responsibilities					
Emergency Plans	Participation in emergency drills					
	Explains GPH designated roles/responsibilities for each emergency situation					
	Quickly locates and understands correct use of required safety life-saving and fire-fighting equipment					
Vessel Operations	Setting and securing gangway					
	Handling of berthing lines					
	Pre-departure checks					
	Passenger verification					
	Windlass operation					
	Emergency steering set up					
	Assist Master as required with engineer duties					

APPENDIX C - APPROPRIATE CREW

Scenario 1

STEP 1 - CONSIDER VESSEL CORE COMPLEMENT				
Certified Crew	Master	Engineer	GPH	Deck Hand
	Master Class 5 <24 metres NC	Marine Engine Driver 3 NC	1	Nil
	1	1 (Refer comments Below)		
<p>The current Master holds an appropriate dual qualification and as such the core complement is confined to the Master and one additional crew member.</p> <p>Although it is not a regulatory requirement, Champagne Cruises Pty Ltd chooses to employ a certificated General Purpose Hand in lieu of a Deck Hand as part of its risk management strategy.</p> <p>The vessel's operation under the core complement will be confined to smooth water operations and voyages of less than 12 hours duration necessary to assist with the vessels slipping, fuelling and maintenance.</p>				
STEP 2 - CONSIDER VESSEL DESIGN FACTORS				
General Layout		Considerations		
Deck configuration		Single decked vessel		
Number and location of passenger assembly stations		There is a primary and alternate passenger assembly station.		
Lifesaving Equipment Type/No	Access and Deployment			
25 Man Buoyant Appliance	Located immediately above the aft section of the main passenger accommodation area and easily deployed.			
Life jackets - 25 Adult	Easily accessible in main passenger accommodation area			
Lifejackets – 10 Child	As per above			
Life Buoys 1	Readily accessible and easily deployed			
Fire Safety/Protection		Access and Deployment		
Fire Detection and Protection		Machinery space automatic fire detection and manually operated system. Provides for the timely detection and containment of a machinery space fire		
Structural Fire Protection		Machinery Space deck head and fore and aft bulkheads		
Fire Hose and Hydrant		Aft bulkhead of main passenger accommodation area		
Portable Fire Extinguishers		Various locations throughout the vessel		
STEP 3 - CONSIDER VESSEL OPERATIONAL FACTORS				
<p>Date of Voyage:- Monday 12 February 2013</p> <p>A total of 20 passengers are on board for the Eco Tour which is conducted in the confines of Moreton Bay. No children are carried on today's voyage and there are no adult passengers with special needs.</p>				
Identified Risks		Mitigating Factors		
<ul style="list-style-type: none"> Commercial fishing activities at Port of Brisbane entrance and in Moreton Bay Interaction with large trading and cargo vessels at Port of Brisbane 		Local rules governing traffic separation Observe Collision Regulation for vessels navigating in narrow channels with constrained draft Observe local radio communication protocols Continuously monitor radio communications Continuously monitor vessel radar		
<ul style="list-style-type: none"> Unexpected weather/sea state changes 		Proximity and range of safe havens Master's local knowledge of Moreton Bay		

STEP 4 - MARINE INCIDENT RESPONSE CAPABILITY

WHAT'S HAPPENED INCIDENT TYPE		WHAT ARE CREW DOING - ARE THERE ENOUGH CREW TO DO IT					
		Navigation	Initial Response	Containment & Assistance	Incident Management and Communications Internal & External	Passenger Management	Escalation Evacuation & Passenger Verification
FIRE	E/R	Master	GPH	GPH	Master	Master & GPH	Master GPH
	Other	Master	GPH	GPH	Master	Master & GPH	Master GPH
COLLISION		Master	GPH	GPH	Master	Master & GPH	Master GPH
GROUNDING		Master	GPH	GPH	Master	Master & GPH	Master GPH
PERSON OVERBOARD		Master	GPH	GPH	Master	Master & GPH	Master GPH
FLOODING		Master	GPH	GPH	Master	Master & GPH	Master GPH
MEDICAL EMERGENCY		Master	GPH	GPH	Master	Master	Master GPH

STEP 5 - USE STEPS 1 – 5 TO DETERMINE “APPROPRIATE CREW” Numbers

STEPS	CONSIDERATIONS	OUTCOME
1. Core Complement	Sufficient for restricted operations in smooth waters only	Operational Limitations and restrictions noted
2. Vessel Design Factors	Location and access to lifesaving and safety equipment Primary and alternate assembly stations	Lifesaving equipment is readily accessible and easily deployed by GPH. In an emergency situation only one passenger assembly station is used.
3. Vessel Operational Factors	Risks associated with Eco Tours voyage in the Brisbane River and Moreton Bay	Managed effectively given the identified mitigating factors
4. Marine Incident Response Capability	No children are carried on this voyage. No adult passengers have special needs.	GPH will be able to effectively respond to any incident and manage passenger safety
5. Appropriate Crew adjustments	Nothing further for this particular voyage	No adjustment required Dual Qualified Master and GPH considered sufficient

Scenario 2

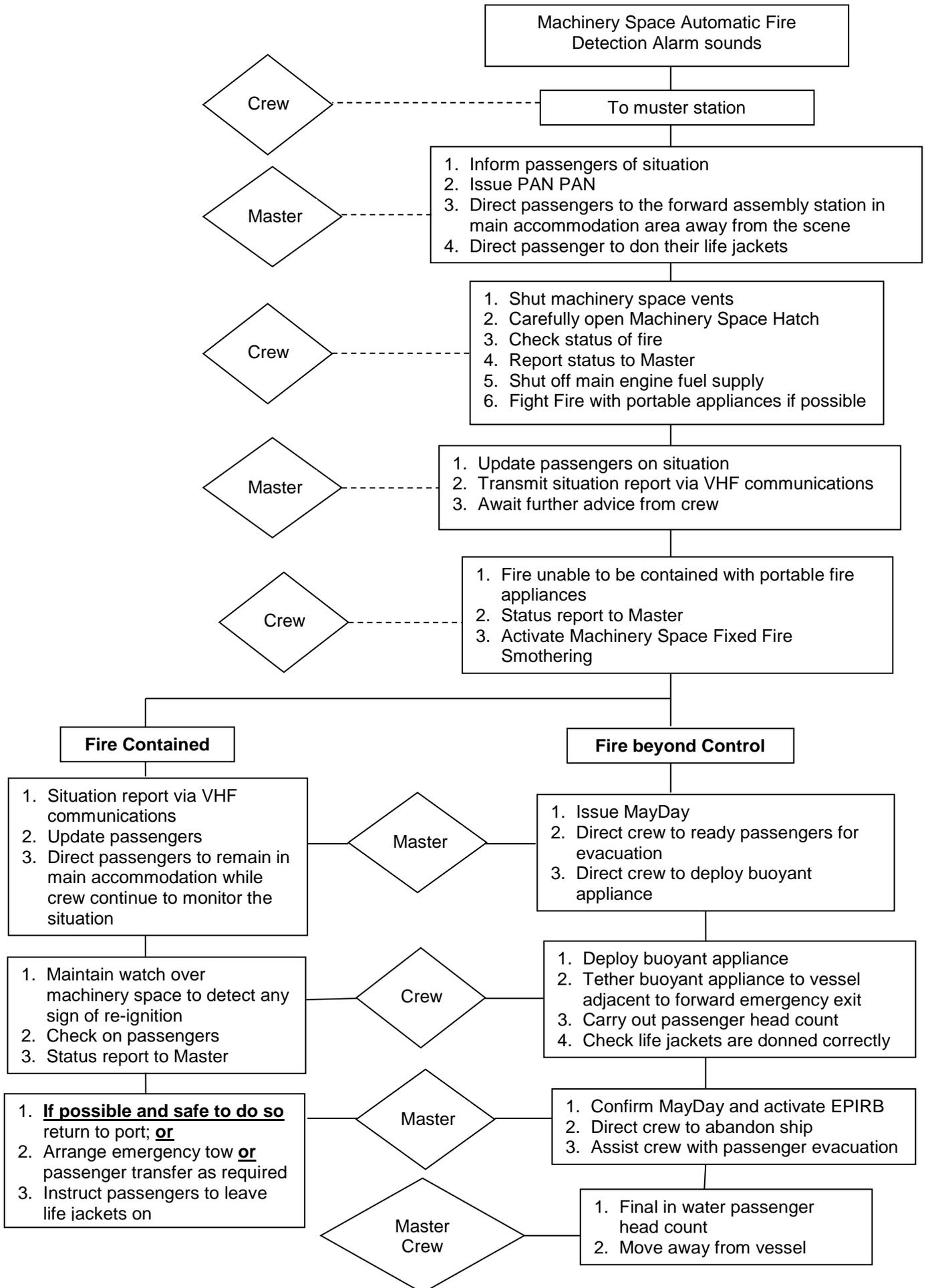
Note changes to the type of passengers carried and the effect on appropriate crew numbers.

STEP 1 - CONSIDER VESSEL CORE COMPLEMENT				
Certified Crew	Master	Engineer	GPH	Deck Hand
	Master Class 5 <24 metres NC	Marine Engine Driver 3 NC	1	Nil
	1			
<p>The current Master holds an appropriate dual qualification and as such the core complement is confined to the Master and one additional crew member.</p> <p>Although it is not a regulatory requirement, Champagne Cruises Pty Ltd chooses to employ a certificated General Purpose Hand in lieu of a Deck Hand as part of its risk management strategy.</p> <p>The vessel's operation under the core complement will be confined to smooth water operations and voyages of less than 12 hours duration necessary to assist with the vessels slipping, fuelling and maintenance.</p>				
STEP 2 - CONSIDER VESSEL DESIGN FACTORS				
General Layout	Considerations			
Deck configuration	Single decked vessel			
Number and location of passenger assembly stations	There is a primary and alternate passenger assembly station.			
Lifesaving Equipment Type/No	Access and Deployment			
25 Man Buoyant Appliance	Located immediately above the aft section of the main passenger accommodation area and easily deployed.			
Life jackets - 25 Adult	Easily accessible in main passenger accommodation area			
Lifejackets – 10 Child	As per above			
Life Buoys 1	Readily accessible and easily deployed			
Fire Safety/Protection	Access and Deployment			
Fire Detection and Protection	Machinery space automatic fire detection and manually operated system. Provides for the timely detection and containment of a machinery space fire			
Structural Fire Protection	Machinery Space deck head and fore and aft bulkheads			
Fire Hose and Hydrant	Aft bulkhead of main passenger accommodation area			
Portable Fire Extinguishers	Various locations throughout the vessel			
STEP 3 - CONSIDER VESSEL OPERATIONAL FACTORS				
<p>Date of Voyage:- Tuesday 13 February 2013</p> <p>A total of 20 passengers are aboard for today's Eco Tour which is conducted in the confines of Moreton Bay. We are carrying a group of seniors 7 in total and 5 with restricted mobility. Two of the elderly passengers are in wheel chairs and accompanied by one carer</p>				
Identified Risks	Mitigating Factors			
<ul style="list-style-type: none"> Commercial fishing activities at Port of Brisbane entrance and in Moreton Bay Interaction with large trading and cargo vessels at Port of Brisbane 	Local rules governing traffic separation Observe Collision Regulation for vessels navigating in narrow channels with constrained draft Observe local radio communication protocols Continuously monitor radio communications			
<ul style="list-style-type: none"> Unexpected weather/sea state changes 	Proximity and range of safe havens Master's local knowledge of Moreton Bay Number and availability of other vessels to assist in an emergency situation			

STEP 4 - MARINE INCIDENT RESPONSE CAPABILITY							
WHATS HAPPENED		WHAT ARE CREW DOING - ARE THERE ENOUGH CREW TO DO IT					
		Navigation	Initial Response	Containment & Assistance	Incident Management and Communications Internal & External	Passenger Management	Escalation Evacuation & Passenger Verification
FIRE	E/R	Master	GPH	GPH	Master	Deck Hand	Master GPH Deck Hand
	Other	Master	GPH	GPH	Master	Deck Hand	Master GPH Deck Hand
COLLISION		Master	GPH	GPH	Master	Deck Hand	Master GPH Deck Hand
GROUNDING		Master	GPH	GPH	Master	Deck Hand	Master GPH Deck Hand
PERSON OVERBOARD		Master	GPH	GPH	Master	Deck Hand	Master GPH Deck Hand
FLOODING		Master	GPH	GPH	Master	Deck Hand	Master GPH Deck Hand
MEDICAL EMERGENCY		Master	GPH	GPH	Master	Deck Hand	Master GPH Deck Hand
STEP 5 - USE STEPS 1 – 5 TO DETERMINE “APPROPRIATE CREW” Nos							
STEPS		CONSIDERATIONS			OUTCOME		
1. Core Complement		Sufficient for restricted operations in smooth waters only			Operational Limitations and restrictions noted		
2. Vessel Design Factors		Location and access to lifesaving and safety equipment Primary and alternate assembly stations			Lifesaving equipment is readily accessible and easily deployed by GPH In an emergency situation only one passenger assembly station is used.		
3. Vessel Operational Factors		Risks associated with Eco Tours voyage in the Brisbane River and Moreton Bay			Managed effectively given the identified mitigating factors		
4. Marine Incident Response Capability		There is a number of passengers with restricted mobility and this needs to be considered in terms of the crew's capability to effectively manage their safety and that of other passengers in an emergency situation			GPH to be assisted by a Deck Hand to ensure effective passenger management during emergencies		
5. Appropriate Crew adjustments		Increase crew numbers			Deck Hand carried in addition to core complement to achieve appropriate crew numbers		

APPENDIX D – EMERGENCY PLANS

FIRE ON BOARD EMERGENCY PROCEDURE FLOW CHART



EMERGENCY PLAN – FIRE ONBOARD**(Machinery Space)****CREW ROLES AND RESPONSIBILITIES**

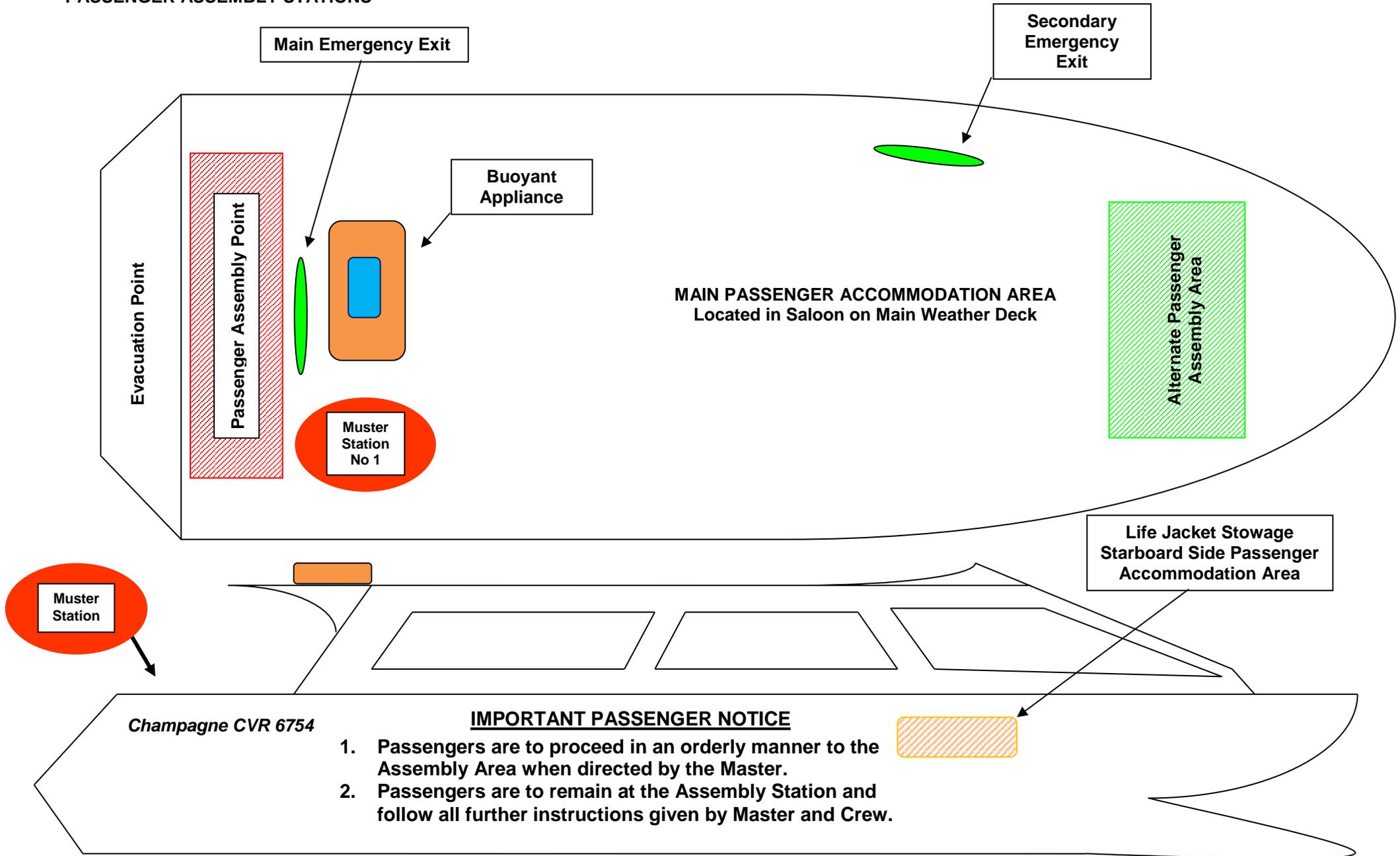
MASTER	GENERAL PURPOSE HAND
Inform passengers of emergency situation	Direct passengers away from scene and to assembly point in main accommodation area
Direct passengers to alternate assembly point in main accommodation area away from scene	Shut machinery space ventilation and carefully test machinery space access hatch for heat to prevent burns
Direct passengers to don their life jackets	If able to do so carefully open hatch to investigate status of fire and report to Master
Issue PAN PAN	Fight fire with portable appliances if possible
Incident management from bridge	Provide status report to Master and advise if fire cannot be contained by portable fire extinguishers
Internal communications with passengers and crew	If fire cannot be contained by portable fire extinguishers shut machinery space hatch
External communications with other vessels and emergency response agencies	Shut off fuel supply at remote closing devices
If required direct crew to ready passengers for evacuation	Activate Fixed Fire Smothering System
If required direct crew to deploy and tether buoyant appliances to vessel	Check passengers all accounted for and assist with life jackets if required
If required issue Mayday and activate EPIRB	Confirm passenger status with Master
If required order abandon vessel – Secure Emergency Grab Bag	If required deploy buoyant appliance as directed by Master
Confirm Mayday	Tether buoyant appliance adjacent to forward emergency exit
Assist crew with passenger evacuation	Assist Master with passenger evacuation
Master/Crew to conduct final passenger head count and move passengers away from vessel	

IMPORTANT PASSENGER SAFETY INFORMATION

1. The Vessel Master will inform passengers of any emergency situation.
2. In an emergency situation passengers are to follow the directions of the Master and Crew at all times
3. The vessel has two emergency exits:
 - The primary exit is the main entrance to the passenger accommodation area at the aft deck;
 - The secondary exit is located on the port side at the forward end of the passenger accommodation area
4. When directed to do so - Passengers are to proceed to the "Primary Passenger Assembly" area shown in the diagram below unless directed otherwise by the Master
5. Life jackets in the main passenger accommodation area are stowed in the starboard side forward locker
6. The crew will assist children and passengers (as required) to don their lifejackets
7. Life jacket donning instructions are also displayed in the main passenger accommodation area

EMERGENCY PLAN

PASSENGER ASSEMBLY STATIONS





IMPORTANT PASSENGER SAFETY INFORMATION



HOW TO DON YOUR LIFE JACKET

1.

Place the life jacket above your head



2.

Lower the lifejacket so that your head passes through the opening and rests on your shoulders



3.

Connect the straps on either side of the life jacket immediately in front of you



4.

Note that your lifejacket is fitted with a whistle and light



5.

Should you need to enter the water from a small height place your hands firmly on the lifejacket above your chest and bear down to hold the life jacket in place on entry



PASSENGER SAFETY BRIEFING

- Good morning everyone, on behalf of Champagne Cruises I would like to welcome you aboard.
- As we prepare to depart the wharf I have some important information to share with you.
- *Firstly and for your personal safety it is important that all passengers move to the main saloon to enable the crew to move freely about the vessel to release and secure mooring lines. If you are not already seated please make your way to the main saloon now to aid our departure.*
- Today we will tour beautiful Moreton Bay stopping over at the Tangalooma Island Resort around 12.30 PM for lunch and we expect to be back alongside the berth at approximately 4PM.
- The expected weather and sea conditions for Moreton Bay are favourable with blue skies and calm seas forecast.
- The *Champagne* is a relatively new vessel and is equipped to provide for your safety and comfort.
- The *Champagne* is a very stable vessel in normal sea conditions, however passengers should take care at all times while moving about the vessel and always keep children under close supervision at all times.
- Both myself and the crew wish to ensure your safety at all times during the voyage so please follow the directions of crew as they are given with your personal safety in mind.
- While the vessel is extremely safe it's vital that everyone on board is aware of the vessel's important safety features so that in the unlikely event of an emergency you will be suitably prepared.
- While I deliver the safety briefing crew will be on hand to assist as required with practical demonstrations.
- Passenger life jackets are stowed in the locker in the forward section of the main passenger accommodation area as indicated by the crew member.
- If instructed to don your life jacket in an emergency situation please put your life jacket on first and then attend to your children, if you need assistance please ask a crew member.
- A crew member will now demonstrate how to don your life jacket, please pay close attention during this demonstration.
- There is a difference between adults' and children's life jackets and the crew will now explain these distinctions.
- The vessel is also equipped with a range of fire detection and protection equipment and these will be brought to bear by the crew in the unlikely event of a fire.
- The vessel has a 25 man buoyant appliance and the crew will deploy this equipment should we need to evacuate the vessel.
- The vessel has two emergency exits as indicated by the crew member.
- In the event of an emergency please follow the directions of crew at all times.
- The vessel has two passenger assembly areas – the main assembly area is on the lower deck aft of the main passenger accommodation area and alternate assembly area is at the forward end of the passenger accommodation area.
- In the event of an emergency you will be directed to assemble at one of these areas, please remain calm and move to these locations in an orderly fashion and await further instructions from the crew.
- Instructions on how to don your life jacket and a summary of the information covered during this briefing are displayed in the main passenger accommodation area. I urge you to familiarise yourself with this important safety information.
- This concludes the passenger safety briefing, we hope you enjoy the cruise and invite you to approach the crew should you have any questions.

APPENDIX E - ACTION REQUESTS

ACTION REQUEST		AR No:		AR062013			
ACTION REQUEST TYPE							
Safety Issue	Hazardous Occurrence	Non Conformance	Improvement Opportunity	Unscheduled Maintenance	SMS Review	Other	
✓	✓				✓		
ACTION REQUEST DETAILS							
Priority		Passenger sustained a crush injury to the right hand during the berthing of the vessel and needed to be taken to the Royal Brisbane hospital for treatment.					
H	M						L
Date							
13 January 2013							
Raised By:							
Damien Calter							
ACTION REQUEST FOLLOW UP AND APPROVAL							
Comments:							
Master has recommended the following changes be made as a matter of urgency following investigation of the incident. Recommendations:							
<ol style="list-style-type: none"> 1. Existing fendering arrangement to be reviewed to reduce risk of reoccurrence. 2. Change passenger safety briefing to include a passenger alert. 3. Install signage at the bow and stern of vessel. 4. Master to warn passengers to keep clear during berthing. 5. Cover off as part of crew safety induction. Vessel SMS to be revised as required to confirm these changes.							
VERIFICATION OF CORRECTIVE ACTION							
Details of Corrective Action:							
<ol style="list-style-type: none"> 1. Fixed fenders now installed at berth to provide adequate separation of vessel from berth. 2. SMS revised to clarify roles and responsibilities of Master and crew. 3. Signage installed at the bow and stern of the vessel. 4. Passenger safety briefing modified to include warning to passengers. 5. Crew safety induction checklist revised to include verification that crew are conversant with the berthing procedure in the SMS. 							
Approved		Date	Designated Person Name		Designated Person Signature		
Y	N	17/1/2013	Karyn Noble		Karyn Noble		
VESSEL SAFETY MANAGEMENT SYSTEM							
Update SMS		Details of SMS Update and Section No					
Y	N	Section 5.4 Berthing of vessel This is a new section in the SMS to clarify the respective roles and responsibilities of Master and crew.					
Date of Change							
20/1/2013							
SMS Update Sign Off			Designated Person Name	Signature	Date		
			Karyn Noble	Karyn Noble	15/6/2012		

APPENDIX F – VESSEL MAINTENANCE

PLANNED MAINTENANCE 2013 – 2015					
WHAT	WHEN				COMPLETION DATE/S
	Quarterly	½ Yearly	Annual	2 Yearly	
Hull external below waterline				✓	
Rudder, rudder stock, pintle and bearing				✓	
Propeller shaft, stern tube and couplings				✓	
Sacrificial zinc anodes				✓	
Sea inlet strainers and sea chests				✓	
Hull external topside			✓		
Superstructure			✓		
Weather deck			✓		
Watertight bulkheads			✓		
Watertight bulkhead penetrations		✓			
Emergency Exit hinges, seals and closing device		✓			
Above waterline through hull fittings and discharge overboard valves			✓		
Guard rails and bulwarks			✓		
Transom door hinges and closing devices					
Windows, seals and closing devices			✓		
Hatches, hinges seals and closing devices			✓		
Doors, hinges, seals and closing devices			✓		
Watertight hatches, hinges seals and closing devices		✓			
Main propulsion engine			✓		
Fuel tanks, fuel lines and valves			✓		
Gear box			✓		
Oil Filter	✓				
Fuel Filter	✓				
Fire pump, sea water lines and valves			✓		
Bilge pumps (power and manual) lines, suction strainers and valves			✓		
Generator			✓		
Refrigeration and air conditioning			✓		
Batteries, main, reserve and radio		✓			
Low voltage and ELV electrical installations			✓		
Steering gear - hydraulic pump, rams and lines, seals, pins and rudder stops			✓		
Sewage macerator, holding tank, lines and valves			✓		
Grey water holding tank, lines and valves			✓		
Radar			✓		

PLANNED MAINTENANCE 2013 – 2015 (continued)					
VHF Radio			✓		
Satellite Navigation/GPS			✓		
Magnetic Compass (Deviation)			✓		
Machinery space fire detection and fixed fire smothering installation			✓		
Portable fire-fighting appliances		✓			

ROUTINE MONTHLY INSPECTION RECORD

DESIGNATED PERSON			
AREA OF VESSEL	ITEM	FINDINGS/ACTIONS	
HULL AND SUPERSTRUCTURE	Topside Hull Plating		
	Bottom Hull Plating		
	Superstructure Plating		
	Hull Stiffeners		
	Weather Deck & N/Slip Surface		
	Bulkheads		
	Bulkhead Stiffeners		
	Transom Door		
	Transom Stiffeners		
	Bulwarks		
	Guard Rails		
WEATHERTIGHT AND WATERTIGHT INTEGRITY	Watertight B/Head penetrations		
	Stern tube		
	Rudder Bearing		
	Watertight hatches -seals, hinges, closing device		
	Weathertight Doors/Hatches – Seals, hinges, and closing devices		
	Emergency exit		
	M/Engine exhaust through hull fitting & discharge O/board valve		
	M/Engine cooling water inlet, valve, sea chest, strainer,		
	Fire Pump sea water inlet valve		
	Bilge pump through hull fitting and discharge O/board valve		
	Windows and seals		
MAIN PROPULSION MACHINERY	Main Engine		
	Gear Box		
	Oil Filters		
	Propeller Shaft		
	Propeller Shaft coupling		
SEWAGE AND GREY WATER SYSTEMS	Sewage holding tank, fittings and valves		
	Macerator		
	Grey Water holding tank, fittings and valves		
BILGE AND FIRE PUMPS	Bilge suction lines and strainers		
	Fire pump sea water inlet valve		
Inspection Report No:		Inspection Date:	
		Inspector Name:	

VESSEL PRE-DEPARTURE CHECKS

MASTER – ENGINEER				
	DESCRIPTION	STATUS		COMMENTS
		SAT	UNSAT	
NAVIGATION and COMMUNICATIONS EQUIPMENT	Radar			
	Satellite Navigation GPS			
	Compass Magnetic			
	Helm and Associated Controls			
	VHF Radio			
	PA			
	Navigation Lights			
	Horn			
EMERGENCY ALARMS	Fire Detection			
	Oil Pressure			
	Oil Level			
	Oil Temperature			
	Fuel Pressure			
PROPULSION MACHINERY ASSOCIATED SYSTEMS and	Main Engine			
	Gear Box			
	Oil level			
	Fuel Tanks and Gauges			
	Fuel Capacity			
	Fuel Lines and Emergency Shut Off Valves			
	Exhaust line and D/O Valve			
	Batteries (Main, Emergency and Radio)			
STEERING GEAR	Hydraulic Lines and Fittings			
	Steering Rams and seals			
	Emergency Steering			
	Rudder Bearings			
	Rudder Stops			
BILGE AND FIRE PUMPS	Main Bilge Pump			
	Secondary Bilge Pump			
	Bilge Manifold/Valves			
	Bilge Strainers			
	Submersible bilge pumps			
	Main Fire Power Pump			
	Fire Pump Sea Water Inlet Valve			
MASTER	Name:	Signature:		Date:

VESSEL PRE-DEPARTURE CHECKS

GENERAL PURPOSE HAND

	DESCRIPTION	STATUS		COMMENTS
		SAT	UNSAT	
LIFESAVING	Buoyant Appliance (1 x 25 Man)			
	Coastal Life Jackets - x 25			
	Lifebuoy x 1 with Light			
	Lifebuoy X 1 with buoyant line			
	Heaving line with rescue quoit x 1			
DISTRESS SIGNALS	Parachute Rockets x 3			
	Red Hand-held flares x 2			
	Hand-held orange smoke signal x 1			
FIRE FIGHTING	Machinery space ventilation shut offs			
	Machinery Space Fixed Fire Smothering System			
	Fire Hose and Nozzle x 1			
	4.5 Kg Dry Chemical x 4			
	Fire Blanket x 1			
	Fire Buckets x 2			
MISCELLANEOUS EQUIPMENT	Portable First Aid Kit			
	Waterproof Torch x 5			
PASSENGER SAFETY and EMERGENCY	Emergency Exit			
	Passenger Safety Information			
	Emergency steering gear			
OTHER	Toilets clean and equipped with hand wash, paper towel and toilet paper			
	Fresh water tanks full			
	Sewage and Grey Water Tanks			
	Compartment bilges			
	Gangway			
	Anchor and Windlass			
	Hatches and closing devices			
	Doorways and closing devices			
Windows and closing devices				
General Purpose Hand	Name:	Signature:		Date:

APPENDIX G - DOCUMENTATION

VESSEL LOG - CHAMPAGNE CVR6754							
Date:	12/3/2012	Voyage Type:	Eco Tour	Operating Area:	Moreton Bay	Departure Time:	0900 Hrs
PASSENGER INFORMATION				CREW CORE COMPLEMENT		CREW SAFETY INDUCTION TRAINING	
TOTAL No	SPECIAL NEEDS	COMMENTS		MASTER/ENGINEER	GPH	DECK HAND	
20	Nil			M<24M NC – MED3 NC	1	Name	Master's Signature
						Nil	
CREW AND NEXT OF KIN PERSONAL DETAILS							
NAME	ADDRESS		TELEPHONE	NEXT OF KIN (NAME & RELATIONSHIP)		NEXT OF KIN CONTACT No	
Karyn Noble	13 Randolph Place, Bazzinga, Qld 3256		07 4367 8902	Mary Noble (Mother)		0414 567 890	
Damien Calter	33 Willawong Crescent, Jubilee, Qld 4537		07 3576 8097	Brian Calter (Father)		0456 708 973	
VESSEL PRE-DEPARTURE CHECKS							
CREW MEMBER	STATUS (SAT OR UNSAT)	COMMENTS				MASTER SIGN OFF	
Master/Engineer	Satisfactory					Karyn Noble	
General Purpose Hand	Satisfactory	Checklist reviewed and accepted				Karyn Noble	
WEATHER CONIDITIONS/SEA STATE ENCOUNTERED							
Weather/Sea State:	Clear day with good visibility and calm conditions on Moreton Bay.						

VESSEL LOG - CHAMPAGNE

**Vessel
Running Sheet:**

0730 Hrs Conduct pre-departure checks and prepare vessel for voyage
 0830 Boarding passengers
 0900 Hrs Deliver passenger safety briefing
 0915 Hrs Depart berth at Southbank and head downstream to Port of Brisbane
 0945 Hrs Depart Port of Brisbane and enter Moreton Bay for commencement of Eco Tour
 1030 Hrs Arrive St Helena Island
 1100 Hrs Arrive Peel Island
 1230 Hrs Arrive at Tangalooma Island Resort and disembark passengers for lunch ashore.
 1400 Hrs Depart Tangalooma Island Resort and commence final leg of Eco Tour
 1615 Hrs Arrive at South Bank berth and disembark passengers.
 1700 Hrs Master and crew complete vessel shut down and secure vessel.

EMERGENCY DRILLS

Drill Type	Comments

INCIDENTS, ACCIDENTS and MEDICAL EMERGENCIES

RADIO COMMUNICATIONS

INCIDENTS

Messages Sent		Messages Received		Medical		Other	
Time	Details	Time	Details	Time	Details	Time	Details

Masters Name:	Karyn Noble	Masters Signature:	<i>Karyn Noble</i>	Time:	2245 Hrs	Date:	12/3/2013
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AMSA611 (10/14)