



**Australian Government**

**Australian Maritime Safety Authority**

# **Sample Safety Management System Document**

**A guide to help DCV owners create an  
SMS document for a  
Class 4E Leisure Craft -  
smooth water craft up to 10 knots**



# Contents

1. Legislative framework	5
2. Introduction to sample SMS	5
3. Operation and contact details	6
4. Risk assessment	6
5. Owner's responsibility and authority statement	7
6. Procedures for provider	7
7. Emergency preparedness	7
8. Follow up on hazardous occurrences and non-conformances	7
9. Maintenance of vessel and equipment	7
10. Verification, review and evaluation	7
Appendix A – Risk assessment and management	8
Appendix B – Provider standard operating procedures	15
Appendix C – Hire boat user emergency procedures	17
Appendix D – Vessel daily checks	19
Appendix E – Nominated skipper's briefing	20
Appendix F – Nominated skipper competency assessment	22
Appendix G – Pre/post hire check log sheet	23
Appendix H – Operational limits	24
Appendix I – Planned inspection and maintenance program	25
Appendix J – Inspection/maintenance log	26
Appendix K – Hire agreement form	27
Appendix L – Revisions page	28



# Introduction

## 1. Legislative 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 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 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 F2 identifies the minimum requirements for the safe operation of leisure craft.

AMSA as the National Regulator has developed this sample SMS to help DCV owners and operators meet their obligations under NSCV Part F2 and the Act.

## 2. Introduction to sample SMS

This sample SMS is an example of a documented safety system of a Class 4 Smooth Water Craft up to 10 knots 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 as a reference for DCV owners 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 F and the Act.
- May assist them to review and as necessary revise a safety system they have already established to more closely align it with the requirements of NSCV Part F and the Act.

Wherever possible, DCV owners are encouraged to involve their staff in the development, evaluation and review of the operations safety system whether they take the form of a documented SMS or an equivalent approach that satisfies NSCV Part F and their requirements under the Act.

The use of the material in this document is not mandatory. Information from section 3 onward is provided as an example that may help you develop an appropriate SMS document for a particular operation.

### 3. Operation and contact details

<b>Kev's Boat Hire Pty Ltd</b> <b>ABN/ACN 123 456 789</b> <b>Owner / Director: Peter Estuary 15 Runway Drive Blanchette QLD 3111</b> <b>Phone: 03 5593 3444 0457752247</b> <b>Email: p.estuary@kevs.com.au</b>			
<b>Vessel details</b>			
<b>Vessel type:</b>	5 X 3.8 metre aluminium dinghys	<b>Unique identifier no's:</b>	10071, 10072, 10073, 10074, 10075
<b>NSCV service category</b>	4E – smooth waters	<b>Max Speed</b>	10 knots
Engines	5 X 9.9 HP 2 stroke Suzuki outboards governed to 10 knots		
Vessels	3.8 metre plate craft aluminium dinghys constructed to NSCV C Section 3. Buoyancy and stability in accordance with NSCV Part C Section 6, with level flotation and swamped stability.  Maximum capacity 4 persons as per Australian Builders Plate.		
Equipment (each vessel)	Bailer with lanyard, 1 X 1kg dry chemical fire extinguisher, 4 X PFD level 100, Dan Buoy, map of operating area, laminated SOPs, waterproof buoyant torch X 2, mobile phone in waterproof cover, waterproof portable UHF radio, two oars, 1 X 8 kg Danforth anchor, 2 metres 6 mm chain, 30 metres silver rope, first aid kit.		
<b>Operation summary</b>			
Smooth water up to 10 knots hire boat operation. Operation is confined to the smooth water limits of "The Passage" between Pinnacle Island and the mainland extending east to Pressy Beach Surf Lifesaving Club and south east to the Cataract Bridge. Hire boats may also travel upstream in Jerry Can Creek but no further than the Pete's Crossing Bridge adjacent to Billabong Hotel. The hire boat operating area is shown in the map at Appendix E.			
<b>Operating area</b>	<b>Activity</b>	<b>Voyage duration</b>	
Smooth waters	Hire and drive	Daylight hours	

### 4. Risk assessment

Peter Estuary as the owner of Kev's Boat Hire has conducted an assessment of risks associated with the Hire Boat operation in accordance with the requirements of Part F2 of the National Standard for Commercial Vessels (NSCV). Forms used by the company to assist with the identification, assessment and management of risks are attached at Appendix A.

All risks recorded in the register have been individually assessed and controlled and this process has been documented.

The risk assessment will be reviewed at least annually or as required through unscheduled reviews or as a result of any follow up on any hazardous occurrences or non-conformances. Any update to the risk assessment or SMS will be recorded on the revisions page (Appendix L).

## **5. Owner's responsibility and authority statement**

Peter Estuary is the owner and director of Kev's Boat Hire. The owner is responsible for ensuring:

- The safety of the vessels and the marine safety equipment onboard
- Implementing and maintaining the operation's SMS
- Maintaining the vessels as fit for purpose
- Instructing, training and supervising staff associated with the business.

## **6. Procedures for provider**

The required procedures for the operation are identified as part of the Risk Assessment and are contained in Appendix B.

## **7. Emergency preparedness**

The emergency response plans are identified through the risk assessment and contained in Appendix C.

## **8. Follow up on hazardous occurrences and non-conformances**

Any incident or non-conformances will be noted in the daily logs. Peter Estuary will investigate each incident and note any corrective action taken to prevent re-occurrences. The SMS will be updated as appropriate and the correction noted in the SMS revisions page (Appendix L).

## **9. Maintenance of vessel and equipment**

The programmed inspection and maintenance for the vessels and equipment is contained in Appendix I. All records of daily checks will be noted in the daily logs. Any servicing or maintenance conducted will be recorded in the Inspection and Maintenance Log (Appendix J).

## **10. Verification, review and evaluation**

The revisions page for this SMS is contained in Appendix L.

Peter Estuary shall review this SMS at least annually, following any near-miss or incident or as required. The annual review shall include a review of the risk register, all SMS documentation including all operational and emergency plans and procedures.

The results of the annual review shall also be recorded in the revisions page.

# Appendix A - Risk assessment and 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 F2 and the Act.

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 NSCV Part F2 and the Act.

Importantly, for any risk assessment and management process to be effective within the context of commercial vessel operations, it must be personalised to the particular operation. Vessel owners have a responsibility to implement and maintain a safety management system that ensures that the vessel and the operations of the vessel are, so far as is reasonable practicable, safe.

The vessel owner has used the provisions of AS/NZS ISO 31000:2009 as guidance to establish the following tables to assist with the identification, assessment and control of risks associated with the vessel and its commercial operations.

## Likelihood

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

## Consequence

Category	Human injury	Financial cost	Work – income and reputation	Environment
<b>Catastrophe</b>	Multiple fatalities	Loss of vessel/ total loss of income	Operations halted/reputation severely damaged	Extensive environmental damage
<b>Major</b>	Fatality	Extensive financial loss	Major disruption to operations	Major environmental damage
<b>Moderate</b>	Disabling injury requires medical treatment	Significant financial loss	Significant disruption to operations	Significant environmental damage
<b>Minor</b>	First aid treatment — minor cuts bruises or abrasions	Notable financial loss	Minor disruption to operations	Minor environmental damage
<b>Insignificant</b>	No injuries	Negligible financial loss	No adverse effect on operations	Negligible environmental damage

## Likelihood and consequence – risk rating matrix

Ref. ISO 31000	Consequences				
Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
<b>Almost certain</b>	Moderate	High	Extreme	Extreme	Extreme
<b>Likely</b>	Moderate	High	High	Extreme	Extreme
<b>Possible</b>	Low	Moderate	High	Extreme	Extreme
<b>Unlikely</b>	Low	Low	Moderate	High	Extreme
<b>Rare</b>	Low	Low	Moderate	Moderate	High

## Risk control rating

The vessel owner has applied the following methodology to assist with determinations regarding the sufficiency of its risk control measures:

Risk control method	Risk control 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

## Risk register

Risk	Likelihood (without controls)	Consequence (without controls)	Risk rating	Controls	Control effectiveness E = Effective A = Adequate W = Weak	Likelihood	Consequence	Risk rating	Implement controls
Adverse weather conditions (capsize/flooding)	Possible	Catastrophic	Extreme	<ul style="list-style-type: none"> <li>Owner SOP re suitable weather</li> <li>Safety briefing</li> <li>Level flotation</li> <li>Communications</li> <li>PFDs</li> </ul>	Adequate	Unlikely	Minor	Low	Yes
Capsize of vessel	Possible	Catastrophic	Extreme	<ul style="list-style-type: none"> <li>Hire boat user safety briefing and emergency procedures</li> <li>Lifejackets/PFDs to be worn at all times</li> <li>Hire boat user competency assessment</li> <li>Vessels with level flotation</li> <li>Vessel monitoring plan</li> </ul>	Adequate	Possible	Moderate	High	Yes
Person overboard	Possible	Major	Extreme	<ul style="list-style-type: none"> <li>Hire boat user safety briefing and emergency procedures</li> <li>Lifejackets/PFDs to be worn at all times</li> <li>Hire boat user competency assessment</li> <li>Vessel monitoring plan</li> <li>Small boarding ladder</li> </ul>	Adequate	Possible	Moderate	High	Yes

Risk	Likelihood (without controls)	Consequence (without controls)	Risk rating	Controls	Control effectiveness E = Effective A = Adequate W = Weak	Likelihood	Consequence	Risk rating	Implement controls
Collision with another vessel	Possible	Major	Extreme	<ul style="list-style-type: none"> <li>Hire boat user safety briefing and emergency procedures</li> <li>Lifejackets/PFDs to be worn at all times</li> <li>Hire boat user competency assessment</li> <li>Flares</li> <li>Vessels governed to 10 knots maximum</li> </ul>	Adequate	Possible	Moderate	High	Yes
Unsafe operation	Likely	Major	Extreme	<ul style="list-style-type: none"> <li>Hire boat user safety briefing and emergency procedures</li> <li>Lifejackets/PFDs to be worn at all times</li> <li>Hire boat user competency assessment</li> <li>Flares</li> <li>Vessel monitoring plan</li> <li>Signed declaration and hire agreement</li> </ul>	Adequate	Possible	Moderate	High	Yes
Engine failure	Possible	Minor	Medium	<ul style="list-style-type: none"> <li>Outboards serviced as per manufacturer</li> <li>Daily checks</li> <li>Operator briefing</li> <li>Daily fuel check</li> <li>Communications with depot</li> </ul>	Adequate	Minor	Minor	Low	Yes

Risk	Likelihood (without controls)	Consequence (without controls)	Risk rating	Controls	Control effectiveness E = Effective A = Adequate W = Weak	Likelihood	Consequence	Risk rating	Implement controls
Fire	Rare	Catastrophic	High	<ul style="list-style-type: none"> <li>Engines serviced as per manufacturer</li> <li>Refuelling procedure on shore</li> <li>Fuel lines daily check</li> <li>No smoking in vessels</li> <li>Hire boat user safety briefing and emergency procedures</li> <li>Fire extinguisher</li> </ul>	Adequate	Rare	Catastrophic	High	Yes
Medical emergency Personal injury	Possible	Moderate	High	<ul style="list-style-type: none"> <li>Communications with depot</li> <li>First aid kit</li> <li>Operator safety briefing</li> </ul>	Adequate	Possible	Moderate	High	Yes
Flooding	Possible	Catastrophic	Extreme	<ul style="list-style-type: none"> <li>Vessel built with level flotation</li> <li>Vessel daily inspection and scheduled maintenance</li> <li>Bailer</li> <li>Operator safety briefing</li> <li>Communication with hire boat provider</li> <li>Vessel monitoring</li> </ul>	Adequate	Unlikely	Moderate	Moderate	Yes

Risk	Likelihood (without controls)	Consequence (without controls)	Risk rating	Controls	Control effectiveness E = Effective A = Adequate W = Weak	Likelihood	Consequence	Risk rating	Implement controls
Breach of laws and regulations	Possible	Catastrophic	Extreme	<ul style="list-style-type: none"> <li>Hire boat user safety briefing and emergency procedures</li> <li>Vessel monitoring</li> <li>Vessel communications</li> <li>Vessel governed to 10 knots maximum</li> </ul>	Adequate	Possible	Moderate	High	Yes
Navigational hazard Wreck of the vessel "Seagull" in Jerry Can Creek	Possible	Major	High	<ul style="list-style-type: none"> <li>Hire boat user safety briefing and emergency procedures</li> <li>Map of operating area</li> <li>Navigation hazard marked</li> <li>PFDs</li> <li>Communications</li> <li>Vessel built with level flotation</li> </ul>	Adequate	Unlikely	Minor	Low	Yes
Navigational hazards Rocks at entrance to Jerry Can Creek	Possible	Major	High	<ul style="list-style-type: none"> <li>Hire boat user safety briefing and emergency procedures</li> <li>Map of operating area</li> <li>Navigation hazard marked</li> <li>PFDs</li> <li>Communications</li> <li>Vessel built with level flotation</li> </ul>	Adequate	Unlikely	Minor	Low	Yes

# Appendix B – Provider standard operating procedures

## Refuelling

- All refuelling will be done on shore, never in vessel
- Fuel shall be checked as 50:1 two stroke mix
- Only marked and approved two stroke containers will be used
- Person refuelling shall check container is clearly marked two stroke
- No smoking permitted during refuelling operations
- Any spill shall be contained and cleaned up
- Vessel fuel tank filler on completion shall be checked for leaks
- Tanks shall be left stand (5 minutes) to allow vapours to disperse

## Weather and sea conditions

Before commencing daily operations the following shall be undertaken and notes made in the Daily Hire Log.

1. A check of the Bureau of Meteorology website for the local forecast area. Forecast wind is to not exceed 15 knots.
2. A visual check of conditions in the passage.

## Hiring vessel

Upon each hiring the following procedure shall be adhered to:

1. Confirmation of sea and weather conditions within hire boat's designated operational area.
2. A safety briefing shall be completed (Appendix E).
3. The user competency assessment checklist shall be completed (Appendix D). A nominated skipper that does not pass the competency assessment shall be prohibited from operating the vessel.
4. A nominated skipper that does not pass the competency assessment shall be prohibited from operating the vessel.
5. The vessel shall be checked as serviceable using the pre hire checklist (Appendix G).
6. The Hire Agreement Form shall be completed (Appendix K).
7. The pre/post hire check log sheet (Appendix G) shall be completed.
8. Any vessel not back by the due time shall be called via mobile phone or UHF radio.
9. Any vessel not located shall be deemed to be an overdue / lost vessel and the following procedure shall apply.

## Overdue/lost vessel

The following procedure shall apply if a vessel is overdue:

1. A visual check shall be immediately made of the shore.
2. If vessel is located the rescue craft shall be used to check welfare.
3. If vessel is not located the Water Police shall be notified on 000 as well as the Blanchette Coastguard. The last known location of the vessel shall be provided to the authorities.
4. Any instructions from emergency services shall be complied with.

# Appendix C – Hire boat user emergency procedures

## Person overboard procedure

### Crew member on-board

- If vessel moving immediately put engine in neutral
- Keep person in sight
- Raise the alarm on phone or UHF radio
- Slowly manoeuvre vessel to alongside person and stop engine
- Throw Dan Buoy to person
- Assist person onboard whilst balancing vessel stability
- Apply first aid as necessary
- Provide update to hire boat provider via phone or UHF radio
- Return to shore

### Person overboard

- Yell “MAN OVERBOARD”
- Continue to yell – use whistle on lifejacket
- Try and stay calm and relaxed
- Do not approach vessel while propeller / engine operating

## Fire procedure

- Immediately stop engine
- Assess fire and use fire extinguisher if appropriate
- If fire under control deploy anchor and contact depot via phone or UHF radio
- If fire out of control, grab safety bag and prepare to abandon vessel

## Medical emergency – personal injury

- Render first aid
- Use first aid kit as appropriate
- Contact 000 on phone
- Take instructions from emergency services
- Contact hire boat provider on phone or UHF radio
- Keep casualty stable

### **Vessel flooding**

- Raise alarm on 000 or hire boat provider via phone or UHF radio
- Use bailer bucket to discharge water
- If safe proceed to nearest shore or depot
- If unable to slow water prepare to abandon boat
- Call 000 and hire boat provider if possible noting location
- Grab safety grab bag
- Raise alarm with phone
- It is recommended you remain with the vessel if it is safe to do so
- Stay calm and relaxed and await rescue

### **Grounding**

- Check boat for signs of flooding
- Manage flooding as best using the bailer provided
- Escalate emergency as appropriate
- Call hire boat provider and/or 000 as appropriate
- Escalate to abandon vessel if necessary

### **Collision**

- Account for all persons on board
- Check for injuries
- Render first aid as appropriate
- Check bilge for signs of flooding
- Manage flooding as per above
- Escalate emergency as appropriate
- Call hire boat provider and/or 000 as appropriate
- Escalate to abandon vessel if necessary

### **Abandon vessel**

- Account for all persons on board
- Don lifejackets and warm clothing
- Secure emergency grab bag (portable UHF, knife, rescue mirror, water, food, first aid)
- Contact 000 on mobile phone or hire boat provider on UHF radio
- It is recommended you remain with the vessel if it is safe to do so
- Raise alarm with mobile phone, UHF radio as appropriate
- Try and stay calm and relaxed – await rescue

# Appendix D – Vessel daily checks

Vessel daily checks					
Vessel ID		Date/time		Provider initials	
	Description	Status X ✓	Comments		
Vessel hull	Visual hull inspection				
	Bungs				
	Transom				
	Bimini secure				
	Anchor line secure				
	In water leak test				
Safety equipment and documentation	4 PFD level 100				
	Dan Buoy				
	First aid kit				
	Fire extinguisher (visual)				
	Bucket with lanyard				
	Torches X 2 (test)				
	Two oars				
	Anchor, chain and line				
	Test of UHF radio				
	Mobile phone check (on, battery life and waterproof case)				
	Laminated map of operating area				
Laminated SOP and emergency contacts					
Outboard and fuel	Outboard secure to transom and safety lanyard				
	Fuel tank visual, no leaks and fuel lines ok				
	Fuel tank secure to hull				
	Adequate fuel				
	Fuel line securely fitted to outboard				
	Propeller ok and secure				
	Engine run test and cooling water check				

# Appendix E – Nominated skipper’s briefing

Kev’s Boat Hire Hire boat user safety briefing		
Item	Safety matter	Completed
1	The nominated skipper/s is responsible for ensuring the safe operation of the hire boat at all times.	<input type="checkbox"/>
2	The nominated skipper/s must operate the hire boat <b>at all times</b> within the boundaries of the geographical area defined in the map provided.  The waters beyond the Pressy Beach Surf Lifesaving Club can get rough due to the unpredictable conditions of the adjacent bar at Pressy Point. As such hire boats are prohibited from proceeding beyond the Pressy Beach Surf Lifesaving Club. The estuary can also have a 3-4 knot current that flows to seaward	<input type="checkbox"/>
3	The nominated skipper/s must operate the hire boat at a safe speed that is appropriate to the conditions in the waterway.	<input type="checkbox"/>
4	As the hire boats are relatively small they may be adversely affected by the wash of passing vessels. The nominated skipper/s must pass other vessels at a safe distance and where ever possible cross the wash of other vessel head on.	<input type="checkbox"/>
5	It is a condition that all persons wear a PFD level 100 at all times whilst underway in the vessel.	
6	There are two known navigational hazards within the geographical operational area.  <b>The first hazard is the wreck of the vessel “Seagull” in Jerry Can Creek.</b>  The wreck is marked by an isolated danger mark and visible at low tide only. It is located on the starboard side at the edge of the channel approximately 500 metres upstream from the entrance to the creek. The wreck’s location is also marked on the map you have been provided with. There are a number of nearby underwater snags you must stay clear of the wreck at all times.  <b>The second hazard is the rocky outcrop at the entrance to Jerry Can Creek.</b>  The outcrop is on the port side of the channel and visible at low and high tide.	<input type="checkbox"/>
7	The life jackets and other safety equipment on board are provided for your personal safety, please treat them accordingly.	<input type="checkbox"/>
8	Navigate the hire boat between the red and green navigation marks keeping to the right hand of the channel at all times.	<input type="checkbox"/>

**Kev's Boat Hire**  
**Hire boat user safety briefing**

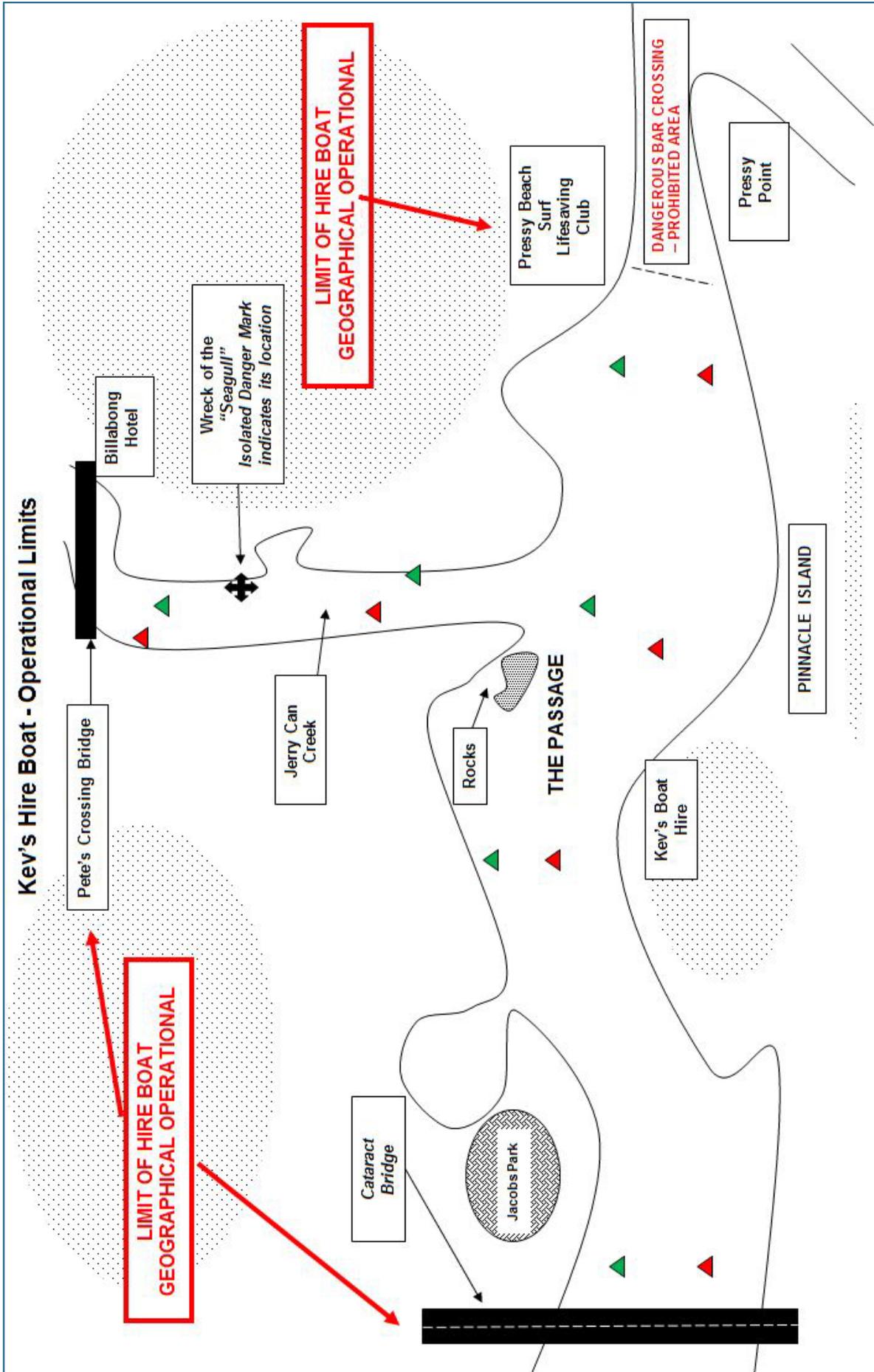
Item	Safety matter	Completed
9	Stay clear of other vessels while underway and remember that operators of sail and passive craft such as sail boards, surfboards, paddle skis etc. have right of way.	<input type="checkbox"/>
10	When coming into or departing the shore line always do so at a safe speed and stay well clear of people in the water at all times. Walking pace (five knots) within 50 metres of a swimmer, boat or structure.	<input type="checkbox"/>
11	Always take timely and appropriate measures to avoid an accident regardless of the circumstances and who may have right of way.	<input type="checkbox"/>
12	If you are going to be late returning the vessel for whatever reason you must notify me via your mobile telephone to let me know where you are and if you need any assistance.	<input type="checkbox"/>
13	Demonstrate how to use UHF radio and mobile phone	<input type="checkbox"/>
14	Demonstrate safety equipment including flares, fire extinguisher, and bailer.	<input type="checkbox"/>
15	Demonstrate correct wearing of PFDs.	<input type="checkbox"/>
16	Demonstrate correct operation of outboard. Prime, start, stop, safety lanyard, ahead, astern, clearing prop.	<input type="checkbox"/>
17	Demonstrate procedures from laminated Standard Operating Procedures and Emergency Response Plans. (Fire, person overboard, flooding, capsize).	<input type="checkbox"/>
18	Weather conditions and forecast briefing. Weather SOP if unfavourable weather.	<input type="checkbox"/>

# Appendix F – Nominated skipper competency assessment

Kev's Boat Hire User competency assessment checklist		
Item	Assessment item	Completed
1	The nominated skipper has a good command of English.	<input type="checkbox"/>
2	The nominated skipper understands the maximum capacity of the vessel.	<input type="checkbox"/>
3	The nominated skipper understands the basic collision regulations, crossing, approaching head on, overtaking, speed and distance regulations.	<input type="checkbox"/>
4	The nominated skipper/s understands there is to be no smoking on board the vessel.	<input type="checkbox"/>
5	The nominated skipper understands how to safely and correctly anchor the vessel.	<input type="checkbox"/>
6	The nominated skipper understands that operating the vessel under the influence of alcohol or drugs is prohibited.	<input type="checkbox"/>
7	The nominated skipper/s used the fuel bulb to correctly prime the fuel line.	<input type="checkbox"/>
8	The nominated skipper/s safely started and shut down the outboard motor.	<input type="checkbox"/>
9	The nominated skipper/s understands the outboard motor must only be started when the vessel is a safe distance from other people in the water.	<input type="checkbox"/>
10	The nominated skipper/s safely manoeuvred the hire boat in the following ways: Manoeuvre the vessel ahead and astern, a figure of eight, bring the vessel safely to shore.	<input type="checkbox"/>
11	The nominated skipper/s can identify the known hazards in the hire boat geographical operational area and understand the need to stay clear of them.	<input type="checkbox"/>
12	The nominated skipper can identify the relevant navigation aids in the area and what they mean.	<input type="checkbox"/>
13	The nominated skipper/s has explained the correct use of the mobile phone and UHF radio in response to emergency situations that require immediate medical assistance and other situations that are not life threatening.	<input type="checkbox"/>
14	The nominated skipper understands the correct use of the safety equipment onboard and the procedures to follow in the event of an emergency.	<input type="checkbox"/>



# Appendix H



# Appendix I – Planned inspection and maintenance program

Planned inspection and maintenance program										
Item	Daily	Weekly	Monthly	Quarterly	6 month	Annual	Comments	Date/initials		
Lifejackets	✓									
Dan Buoys	✓									
Bucket / bailer	✓									
Fire extinguishers	✓						Daily shake and visual, six monthly service			
Compass			✓				Monthly deviation check			
Torches	✓						Daily check			
First aid kits	✓						Daily check of seal post hiring			
Navigation lights	✓						Daylight hours only but daily check of batteries			
UHF radio	✓		✓				Daily operational check			
Anchor, chain and rope	✓									
Oars	✓						Daily visual			
Outboards							Serviced every 100 hours. Impellor and gearbox oil changed annually			
Fuel tanks and lines	✓						Daily visual. All fuel removed daily			



# Appendix K – Hire agreement form

Date/time	<input type="text"/>	Vessel ID:	<input type="text"/>
Key's Hire representative	<input type="text"/>	Boat licence or ID	<input type="text"/>
Nominated skipper name	<input type="text"/>	Age	<input type="text"/>
Address	<input type="text"/>		
Contact	<input type="text"/>		
Next of kin contact details	<input type="text"/>		

## Other persons onboard

Name	<input type="text"/>
Address	<input type="text"/>

## Details of hire

Time of departure	<input type="text"/>	Estimated time of return	<input type="text"/>
Description of planned activities	<input type="text"/>		

## Checklist and declaration

I acknowledge that I will abide by the terms and conditions of the hire, that I am competent to operate the vessel and that I have understood the safety briefing that has been provided to me.

Name and signature of nominated skipper					Date	<input type="text"/>
Name and signature of provider					Date	<input type="text"/>
Skipper competency	Terms and conditions	Briefing delivered	Map of operating area	Pre hire vessel check	Other:	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	





