

# Welcome to our webinar

## Simplified SMS

The final session in our series of 3 webinars about the upcoming changes to safety management system requirements.

**The session will commence soon**





Australian Government  
Australian Maritime Safety Authority

# Simplified SMS



In the spirit of reconciliation the Australian Maritime Safety Authority acknowledges the Traditional Custodians of country throughout Australia and their connections to land, sea and community. We pay our respect to their elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples today.

Elements of *Navigating Tides of Progress* artwork by proud Samsepe woman, Alysha Menzel.



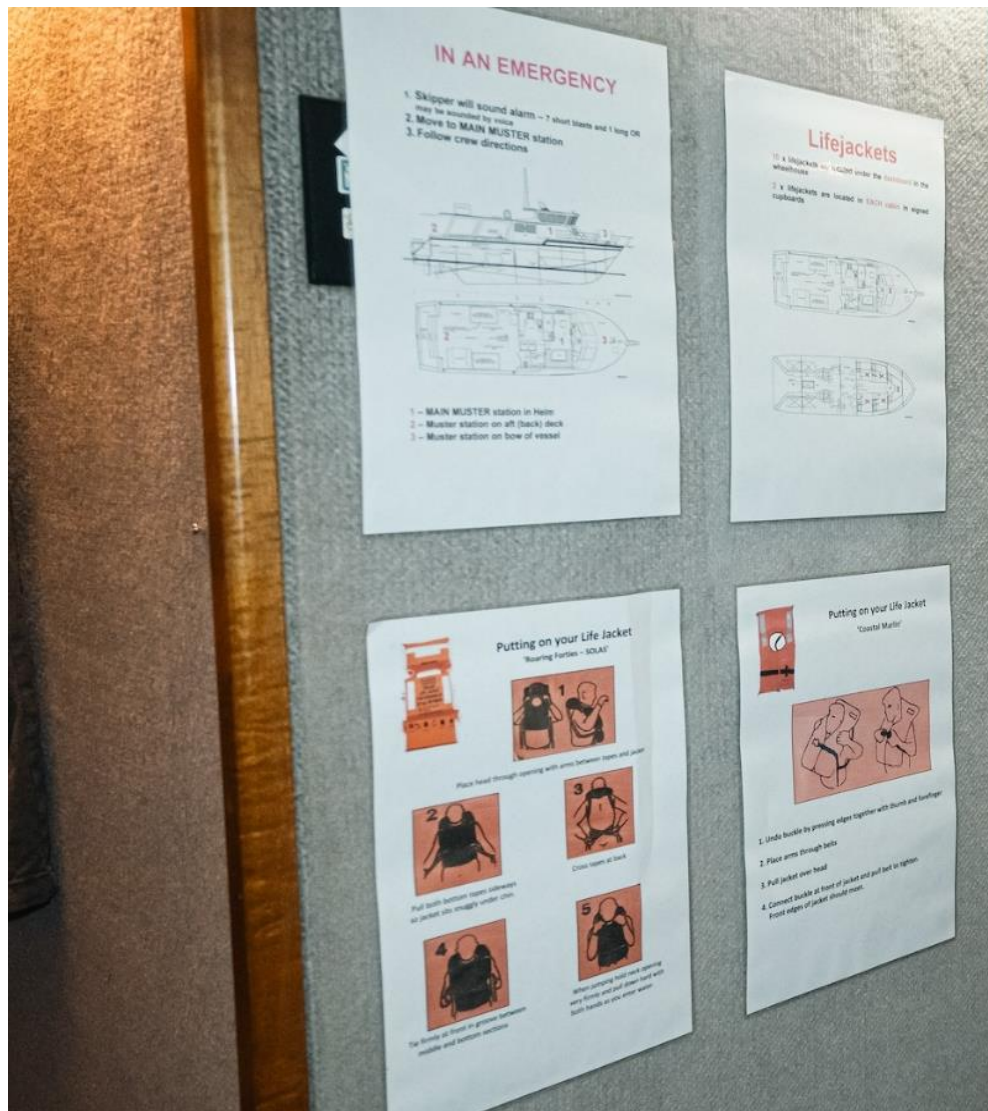


## Acknowledgement of Country

In the spirit of reconciliation, the Australian Maritime Safety Authority acknowledges the Traditional Custodians of country throughout Australia and their connections to land, sea and community.

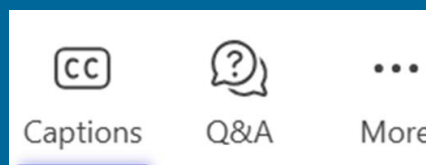
We pay our respect to their Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples today.






# Housekeeping

- Today's webinar is being recorded.
- Be aware of the 30 second delay.
- Turn on live captioning - Click 'Captions' at the top of your Teams window.



- Post your questions in the Q&A chat.
- If your question isn't answered during the webinar, don't worry! We will make sure we respond to all questions after the webinar and provide a link to the recording.
- Give us a  if you see a question in the chat that you also want answered.





## What we will cover:

1. Introduction to simplified SMS
2. Vessel and contact details
3. Risk assessment
4. Crewing – Class 2 and 3 only
5. Policies and procedures
6. Emergency procedures
7. Maintenance
8. Briefing hirers – Class 4 only
9. SMS review



# Introduction to simplified SMS



## What is a simplified SMS?

A safety management system (SMS) that reduces the mandatory requirements for smaller, less complex DCVs and operations. A simplified SMS aims to:

- uphold or improve safety outcomes
- align better with operational needs
- reduce administrative burden.

*If you are eligible for simplified SMS and you already have a full SMS, you can choose to change to simplified SMS or keep your full SMS.*

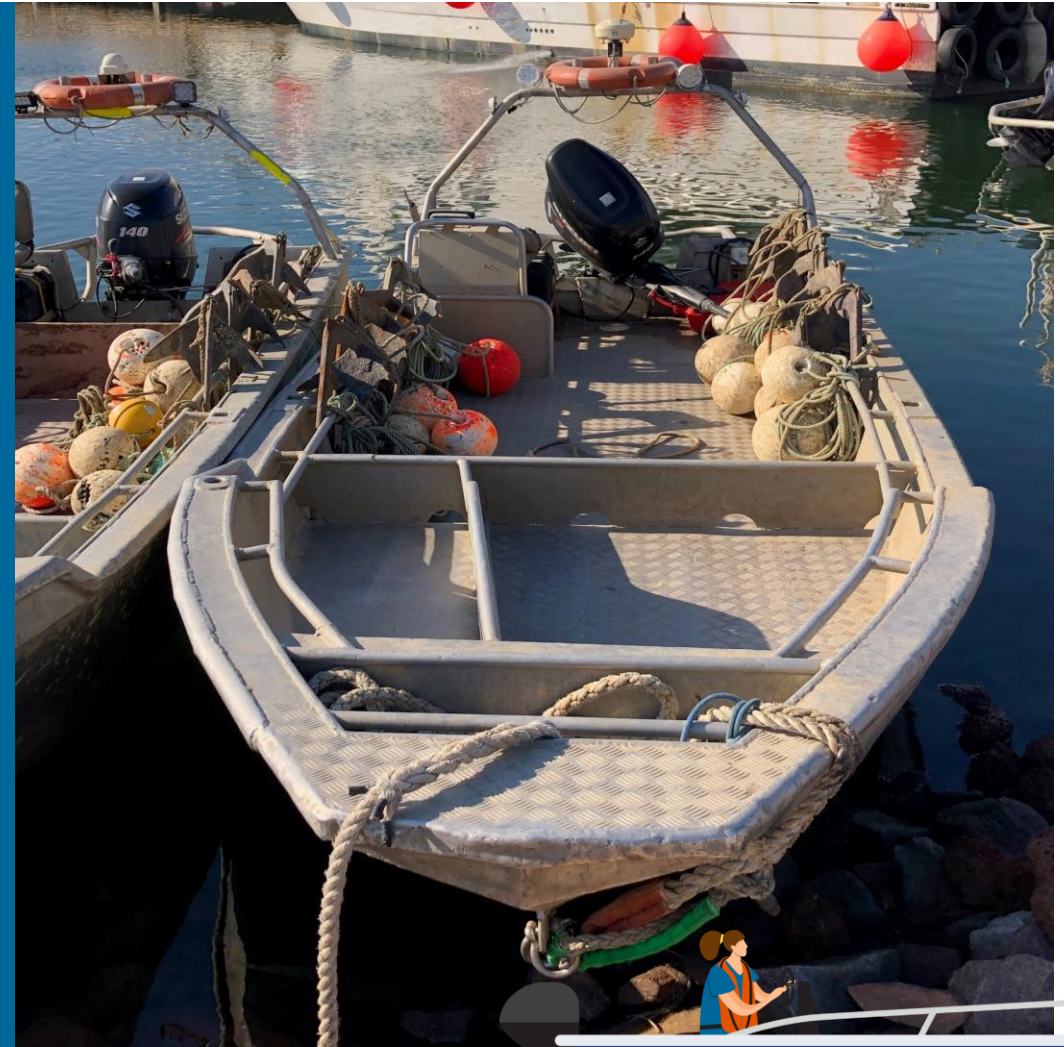




# Introduction to simplified SMS cont.

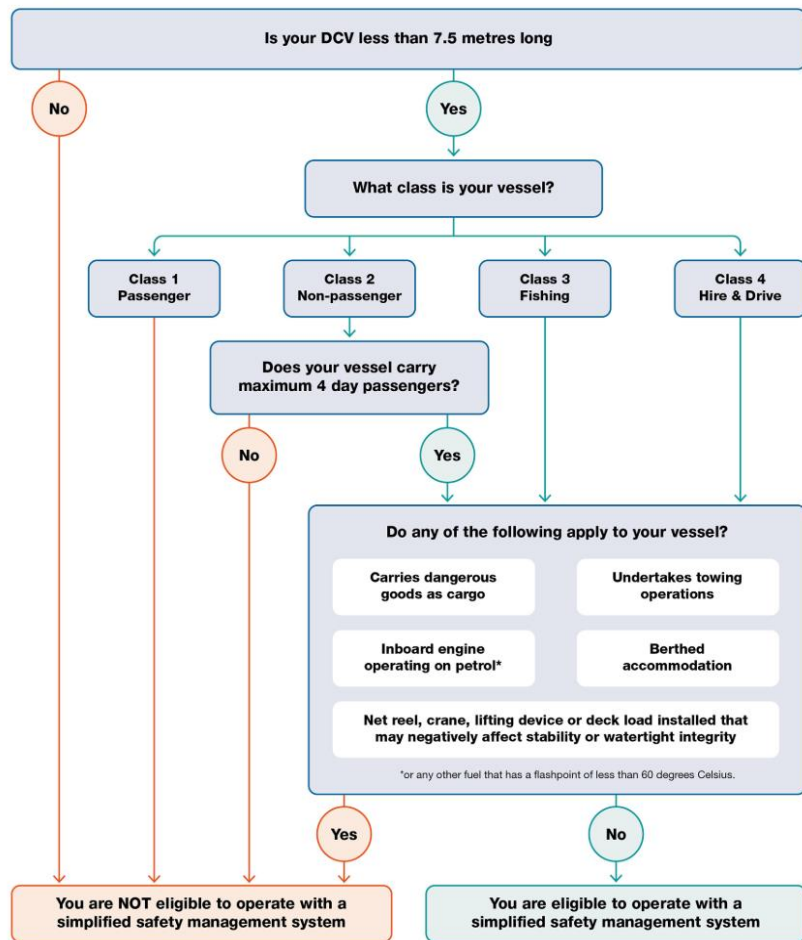
## Key changes

- If the owner is also the designated person, a designated person responsibility statement is not required
- If the owner is also the master, a master's responsibility and authority statement is no longer required
- The risk assessment no longer needs to identify the key daily tasks
- The mandatory procedures for vessel operations have been reduced.
- Owners are no longer required to identify an assembly station in the emergency plan.
- The mandatory details in the vessel's crew list have been reduced.



# Introduction to simplified SMS cont.

Is my vessel eligible for a simplified SMS?



## Who is eligible?

Vessels eligible to operate with a simplified SMS, must be either:

- Class 2 vessels less than 7.5m in length that carry no more than 4 day passengers
- Class 3 vessels less than 7.5m in length
- Class 4 vessels less than 7.5m in length.

They must not:

- carry dangerous goods as cargo
- have a net reel, crane, lifting device or deck load, the use of which is likely to adversely impact the stability or watertight integrity of the vessel
- have an inboard engine that operates on fuel that has a flashpoint of less than 60 degrees Celsius, e.g. petrol
- have berthed accommodation
- operated primarily for towage
- be determined by AMSA to be unsuitable





# POLL QUESTION

Who here today thinks they might be eligible to operate under a simplified SMS?

Yes, I am (thumbs up 👍)



# Vessel and contact details

The owner of the vessel must ensure the following is recorded so that it is readily accessible:

- name, address, phone number and email address (if any) of the owner of the vessel
- unique identification number for the vessel
- kind of vessel and operation
- areas of operation of the vessel
- contact details of a person who may be contacted at any time about the operation of the vessel.





# Example – Vessel and contact checklist

## Class 2 or 3 vessel

### Section 1: Vessel and contact details

In Section 1, you record:

- general information about the vessel
- key roles and responsibilities.

You MUST include	Done
<b>Vessel details:</b> UVI, type of vessel and operation, area of operation.	<input type="checkbox"/>
<b>Owner's contact details:</b> name, address, phone number and email address (if any)	<input type="checkbox"/>
Details of a person who may be contacted at any time about the operation	<input type="checkbox"/>
Owner's responsibility and authority statement, which covers: <ul style="list-style-type: none"> <li>• details of anybody who can act on behalf of the owner</li> <li>• the relationship / lines of communication between master / crew and onshore staff.</li> </ul>	<input type="checkbox"/>

If the designated person is not the owner:

You MUST also include	Done
Designated person's details: name, phone number and email address	<input type="checkbox"/>
Designated person's responsibility statement, which covers: <ul style="list-style-type: none"> <li>• the roles and responsibilities of the designated person that relate to the safe operation of the vessel.</li> </ul>	<input type="checkbox"/>

If the master is not the owner:

You MUST also include	Done
Master's responsibility and authority statement (not required if the master is the owner), which covers: <ul style="list-style-type: none"> <li>• responsibility for complying with the operation requirements</li> <li>• authority to make decisions for the safety of the vessel, the environment, and persons on or near the vessel</li> <li>• authority to request the owner's assistance to ensure safety of the vessel, the environment, and persons on or near the vessel.</li> </ul>	<input type="checkbox"/>

A **designated person** is responsible for:

- helping develop, implement and maintain the vessel's SMS
- monitoring and supporting safe vessel operations
- preventing pollution
- linking the crew with the owner.





# Example – Vessel and contact

## Class 2 or 3 vessel

### VESSEL AND CONTACT DETAILS

EXAMPLE ONLY

#### Where owner is master and designated person

##### Vessel details

Tinnie123  
UVI: 499999  
6.2 m open aluminium net fishing boat for operations in sheltered waters

##### Owner details and authority statement

Tony Lee  
Address: 123 Jones Street, Streaky Bay, South Australia 5680  
Phone: 0123 xxx xxx  
Email: [tonylee@xxxxxx.com.au](mailto:tonylee@xxxxxx.com.au)

As the owner is also the master and designated person, crew can communicate directly with the owner or Kim Lee in their role as emergency contact and operational support. Kim Lee may act on the owner's behalf.

##### Emergency contact and operational support

Kim Lee  
Phone: 0123 xxx xxx  
Email: [kimlee@xxxxxx.com.au](mailto:kimlee@xxxxxx.com.au)

#### Where designated person is not the owner

##### Designated person authority statement

As the designated person, Kim is responsible for the following:

- Monitoring the safe operation of the vessel, and safety of all people on or near vessel
- Ensure the SMS is implemented and working as intended
- Ensuring pollution prevention aspects of vessel operations are implemented and working as intended
- Providing support and resources to vessel, including giving advice and guidance on policies and procedures to masters and crew
- Alerting the owner to safety issues raised by masters and crew that cannot be satisfactorily resolved
- In consultation with master and crew, review relevant sections of the SMS following any incidents or concerns raised by masters or crew
- In consultation with master and crew, ensure inductions, training, and emergency procedures practice are carried out
- Providing briefings to the owner as required

##### Designated person

Kim Lee  
Phone: 0123 xxx xxx  
Email: [kimlee@xxxxxx.com.au](mailto:kimlee@xxxxxx.com.au)

#### Where master is not the owner

##### Master's responsibility and authority statement

The master is responsible for the following tasks:

- Pre-operating checks are carried out to ensure vessel is safe to operate and checks are recorded in the vessel logbook
- Coordinating and managing crew tasks to ensure all work is carried out in a safe and timely manner
- Ensuring safe navigation at all times
- Reporting hazards, risks, and non-conformances to the designated person at the first possible opportunity
- Delivering induction and refresher training for crew
- Being involved with review of SMS

##### The master has full authority from the owner to:

- Make decisions for the safety of the vessel, the environment, and persons on or near the vessel
- Request the owner's assistance to ensure the safety of the vessel, the environment, and persons on or near the vessel.





# Example – Vessel and contact checklist

## Class 4 vessel

### Section 1: Vessel and contact details

In Section 1, you record:

- general information about the vessel
- key roles and responsibilities.

You MUST include	Done
<b>Vessel details:</b> UVI, type of vessel and operation, area of operation.	<input type="checkbox"/>
<b>Owner's contact details:</b> name, address, phone number and email address (if any)	<input type="checkbox"/>

If the designated person is not the owner:

You MUST also include	Done
Designated person's details: name, phone number and email address	<input type="checkbox"/>
Designated person's responsibility statement, which covers: <ul style="list-style-type: none"> <li>• the roles and responsibilities of the designated person that relate to the safe operation of the vessel.</li> </ul>	<input type="checkbox"/>

A **designated person** is responsible for:

- helping develop, implement and maintain the vessel's safety management system
- monitoring and supporting safe vessel operations
- preventing pollution



# Example – Vessel and contact details

## Class 4 vessel

### VESSEL AND CONTACT DETAILS

EXAMPLE ONLY

#### Vessel details

Thirty canoes for hire on the smooth waters (Operational area category E) of Bishop's Lake.

#### Owner / Emergency contact

Ashley Lee

Address: 2 Example Street, Alva Beach, Queensland Australia 4807

Phone: 0123 xxx xxx

Email: [ashleylee@xxxxxx.com.au](mailto:ashleylee@xxxxxx.com.au)

#### Designated person

Alex Lee

Phone: 0123 xxx xxx

Email: [alexlee@xxxxxx.com.au](mailto:alexlee@xxxxxx.com.au)

#### Designated person authority statement

As the designated person, Alex is responsible for the following:

- monitoring the safe operation of the canoes and safety of all people on or near canoes,
- ensuring the SMS is implemented and working as intended
- ensuring pollution prevention aspects of canoe operations are implemented and working as intended
- providing support and resources to canoes, including giving advice and guidance on policies and procedures to staff
- alerting the owner to issues raised by hirers and staff that cannot be satisfactorily resolved
- in consultation with staff, review relevant sections of the SMS following any incidents or concerns raised by hirer or staff
- Inducting and training staff, including emergency procedure drills
- providing briefings to the owner as required.

Human powered vessels with a certificate of operation are exempt from having a unique vessel identifier.



# Risk assessment

## The owner of the vessel must ensure a risk assessment is:

- prepared in consultation with the master and crew of the vessel \*; and
- recorded so that it is readily accessible and kept up to date; and
- reviewed if:
  - the vessel undertakes an operation that differs from that normally undertaken by the vessel
  - the vessel is involved in a marine incident
  - the master of the vessel considers that the risks have changed \*\*
  - required by AMSA or a marine safety inspector

*\* Not applicable for Class 4 vessels or where the owner is the only person involved in operating a Class 2 or 3 vessel (solo operation)*

*\*\* Not applicable for Class 4 vessels*





# Risk assessment cont.

The risk assessment must identify the unacceptable risks that jeopardise:

- the vessel
- the operational environment of the vessel
- persons on or near the vessel
- appropriate crewing and any crewing determination for the vessel \*
- risk of fatigue for master and crew and how this is managed \*
- when a lifejacket must be worn by any person on board

**\* Not applicable for Class 4 vessels**



# Example - Risk assessment checklist

## Class 2 or 3 vessel

### Section 2: Risk assessment

A risk assessment is the foundation of your SMS. Once you know the risks, you can make sure you have the right people, policies and procedures to keep your operation and crew safe.

There is no one-size-fits-all approach to a risk assessment. It should be tailored to the operations of each vessel.

#### How to do a risk assessment

##### 1. Identify your risks

Think about your vessel's operations, what could go wrong and potentially cause harm to:

- the vessel
- people on or near the vessel
- the environment around the vessel.

Write down each risk.

##### 2. Control your risks

Write out what actions and controls you'll use to eliminate each risk.

If you can't eliminate it, decide how to minimise the risk.

Work with the master and crew of the vessel, if any, when developing or reviewing your risk assessment.

#### Risk checklist

Your risk assessment must include:

What you MUST include	Done
Risks that could harm the vessel, people on or near the vessel, and its environment.	<input type="checkbox"/>
When a lifejacket must be worn by any person on board.	<input type="checkbox"/>
The risk of fatigue to the master and any crew.	<input type="checkbox"/>



## RISK ASSESSMENT

EXAMPLE ONLY – YOUR RISKS AND CONTROLS WILL DEPEND ON YOUR OPERATION

Risks	Controls
Inclement weather	<ul style="list-style-type: none"> <li>• Check weather forecasts and updates</li> <li>• Local knowledge</li> <li>• Emergency contact knows where vessel is going</li> <li>• Seaworthy vessel</li> <li>• Lifejackets worn at all times</li> <li>• Safety equipment and EPIRB</li> <li>• And...</li> </ul>
Launching and retrieving	<ul style="list-style-type: none"> <li>• Training in launching, retrieving, and boarding</li> <li>• Ramp condition and shared zones</li> <li>• Tide for access</li> <li>• Vessel and trailer secure</li> <li>• And...</li> </ul>
Capsize / flooding	<ul style="list-style-type: none"> <li>• Don't overload vessel</li> <li>• Avoid bad weather</li> <li>• Level flotation</li> <li>• Lifejacket worn at all times</li> <li>• And ...</li> </ul>
Fatigue	<ul style="list-style-type: none"> <li>• Fatigue plan</li> <li>• Minimum 10 hours rest in every 24-hour period</li> <li>• Daytime operations only</li> <li>• Regular rest breaks</li> <li>• And ...</li> </ul>

# Example - Risk assessment

## Class 2 or 3 vessel

Dehydration / heat stroke	<ul style="list-style-type: none"> <li>• Take and drink plenty of water</li> <li>• Wear sun protection</li> <li>• And ...</li> </ul>
Person overboard	<ul style="list-style-type: none"> <li>• Add items</li> </ul>
Loss of steering	<ul style="list-style-type: none"> <li>• Add items</li> </ul>
Slips, trips, and falls	<ul style="list-style-type: none"> <li>• Add items</li> </ul>
Collision and grounding	<ul style="list-style-type: none"> <li>• Add items</li> </ul>

Be sure to include risks and controls for your vessel specific operations (e.g. net fishing, passenger management solo operator etc.) linking the crew with the owner.





# Example - Risk assessment checklist

## Class 4 vessel

### Section 2: Risk assessment

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A risk assessment is the foundation of your SMS. Once you know the risks, you can make sure you have the right people, policies and procedures to keep your operation safe.

There is no one-size-fits-all approach to a risk assessment. It should be tailored to the operations of each vessel.

### How to do a risk assessment

#### 1. Identify your risks

Think about your vessel's operations, what could go wrong and potentially cause harm to:

- the vessel
- people on or near the vessel
- the environment around the vessel.

Write down each risk.

#### 2. Control your risks

Write out what actions and controls you'll use to eliminate each risk.

If you can't eliminate it, decide how to minimise the risk.

See next page for the checklists ...



# Example - Risk assessment checklist cont.

## Class 4 vessel

### Risk checklist

What you MUST include in your risk assessment	Done
Risks that could harm the vessel, people on or near the vessel, and its environment.	<input type="checkbox"/>
When a lifejacket must be worn by any person on board.	<input type="checkbox"/>
How you'll ensure that hirers, participants and any other person operating the vessel are not impaired by drugs or alcohol	<input type="checkbox"/>
The boundaries of each vessel's designated cruising area	<input type="checkbox"/>
Any navigation hazards in the operating area and ways to manage the risks, including operating at night	<input type="checkbox"/>
The weather patterns in each operating area of the vessel and ways to deal with adverse weather or water conditions	<input type="checkbox"/>
Potential interactions with other persons using the designated cruising area and ways to manage them	<input type="checkbox"/>
The minimum separation distances between vessels	<input type="checkbox"/>
Any restrictions on speed and direction to be observed by the hirer	<input type="checkbox"/>
Any additional safety precautions to be observed appropriate for the operations of the vessel	<input type="checkbox"/>
The kind of marine safety equipment to be provided on the vessel taking into account its suitability for the waters in which the vessel will operate and the skill levels of the hirer and participants	<input type="checkbox"/>
A pollution mitigation strategy (e.g. preventing or cleaning up fuel spills, or waste management)	<input type="checkbox"/>

Vessels used for a tour must also include:

What you MUST include	Done
The maximum ratio of hirers and participants to tour leaders	<input type="checkbox"/>
Arrangements for communication between the tour leader and the hirer and participants	<input type="checkbox"/>

Vessels used to tow skiers or people using a towing apparatus must also include:

What you MUST include	Done
An assessment of the risks of these towing activities	<input type="checkbox"/>

Takeaway vessels must also include an assessment of the risks and hazards of:

What you MUST include	Done
Multiple cruising areas	<input type="checkbox"/>
Transporting the vessel on a trailer	<input type="checkbox"/>
Loading and unloading the vessel onto a trailer	<input type="checkbox"/>
The hirer and participants' competence to deal with the points above	<input type="checkbox"/>



# Example – Risk assessment

## Class 4 vessel

### RISK ASSESSMENT

EXAMPLE ONLY – YOUR RISKS AND CONTROLS WILL DEPEND ON YOUR OPERATION

Risks	Controls
Adverse weather conditions	<ul style="list-style-type: none"> <li>• Check weather forecasts and updates</li> <li>• Local knowledge</li> <li>• Sheltered operational area</li> <li>• Safety boat ready if needed</li> <li>• Lifejacket worn at all times</li> <li>• Dry bags available for mobile phones</li> <li>• Paddle tethering devices to be used</li> <li>• And ...</li> </ul>
Drug and alcohol use	<ul style="list-style-type: none"> <li>• Zero tolerance to use of drugs or alcohol</li> <li>• Hirers complete declaration</li> <li>• Assess hirers' capability and fitness</li> <li>• And ...</li> </ul>
Capsize	<ul style="list-style-type: none"> <li>• Inspect and maintain watertight integrity</li> <li>• Adverse weather policy</li> <li>• Sheltered non-tidal lake</li> <li>• Lifejackets worn at all times</li> <li>• Safety boat on standby to assist</li> <li>• And ...</li> </ul>

Lost or broken paddle	<ul style="list-style-type: none"> <li>• Use of tethering devices</li> <li>• Weekly conditioning check of paddles and tethering devices</li> <li>• Demonstration and competency check for how to use paddles correctly</li> <li>• And ...</li> </ul>
Exposed rocks	<ul style="list-style-type: none"> <li>• Signs clearly identifying out of bounds area</li> <li>• Hirer's briefing</li> <li>• Staff member on lookout</li> <li>• And ...</li> </ul>
Launching and retrieval of canoes	<ul style="list-style-type: none"> <li>• Launch site consists of soft sand at water's edge</li> <li>• Water is shallow</li> <li>• Staff member to assist all hirers and participants and remain with canoe until safely underway</li> <li>• And ...</li> </ul>
	<ul style="list-style-type: none"> <li>• Add items</li> </ul>

Be sure to include risks and controls for your vessel specific operations (e.g. jet skis, takeaway vessels, e





# Risk assessment cont. - solo operators

## Solo operator checklist



### Solo vessel operators face more risks because they work alone.

Use these questions to think about how to reduce the risks and **come home safe**.

**Note:** These questions are just a starting point. You'll need to work out what other risks apply to your operation.

If you answer **no** to any of these questions, take steps to control the risk. **Include the risk and the control in your safety management system (SMS) risk assessment.**

Emergency contact	Yes	No
Does your emergency contact know where you're going and when you plan to be back?	<input type="checkbox"/>	<input type="checkbox"/>
Have you planned how to stay in regular contact with them?	<input type="checkbox"/>	<input type="checkbox"/>
Have you told them what to do if they can't contact you or you don't get back on time?	<input type="checkbox"/>	<input type="checkbox"/>

Health	Yes	No
Are you physically and mentally fit?	<input type="checkbox"/>	<input type="checkbox"/>
Are you sick or injured?	<input type="checkbox"/>	<input type="checkbox"/>
Are you on any prescribed medication? If you are, do you know the side effects?	<input type="checkbox"/>	<input type="checkbox"/>
Are you tired or have you been drinking alcohol recently?	<input type="checkbox"/>	<input type="checkbox"/>

Weather	Yes	No
Have you checked the weather forecast?	<input type="checkbox"/>	<input type="checkbox"/>
Do you know how you will check for weather updates?	<input type="checkbox"/>	<input type="checkbox"/>

Food and water	Yes	No
Do you have enough food and water for your trip?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have spare water, just in case?	<input type="checkbox"/>	<input type="checkbox"/>

Vessel maintenance and equipment	Yes	No
Is the engine serviced regularly?	<input type="checkbox"/>	<input type="checkbox"/>
Are the batteries charged and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>

Safety equipment	Yes	No
Will you wear a lifejacket at all times?	<input type="checkbox"/>	<input type="checkbox"/>
Is your lifejacket comfortable and does it suit the work you do?	<input type="checkbox"/>	<input type="checkbox"/>
Do you keep a personal locator beacon (PLB) on you at all times?	<input type="checkbox"/>	<input type="checkbox"/>
Is your PLB registered with AMSA?	<input type="checkbox"/>	<input type="checkbox"/>

Is your radio and satellite phone in good working order?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have enough fuel?	<input type="checkbox"/>	<input type="checkbox"/>
Is your safety equipment in date and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
Does your vessel have an engine immobiliser?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a boarding ladder installed?	<input type="checkbox"/>	<input type="checkbox"/>
Have you looked for trip and fall hazards and made them safe?	<input type="checkbox"/>	<input type="checkbox"/>



# EPIRB's and PLB's

Register or update your distress beacon/MMSI



[www.beacons.amsa.gov.au](http://www.beacons.amsa.gov.au)

Did you know that information such as details of your vessel, including a photograph, can be added when you register your distress beacon?





Australian Government  
Australian Maritime Safety Authority

# Q&A Session: Your Questions Answered



In the spirit of reconciliation the Australian Maritime Safety Authority acknowledges the Traditional Custodians of country throughout Australia and their connections to land, sea and community. We pay our respect to their elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples today.

Elements of *Navigating Tides of Progress* artwork by proud Samsep woman, Alysha Menzel.



Determine the appropriate crewing for each kind of operation of the vessel by evaluating the risks to the following:

- the vessel
- the environment
- any person on or near the vessel

*Not applicable for Class 4 vessels*



# Crewing cont.



## Factors to consider:

- Kind of operations
- tasks and activities
- risk of fatigue
- number of persons
- design characteristics of the vessel
- qualifications and competencies of the master and crew
- competency required – technological aids to safety and navigation fitted to vessel
- area of operation and expected conditions
- duration of voyage
- requirements for the vessel's emergency preparedness
- maintenance requirements including machinery and equipment
- external support



# Example – Crewing checklist

## Class 2 or 3 vessels

### Section 3: Crewing

In this section you will need to show the number of crew you need for your operation.

#### How to work out your crewing

To work out your crewing, think about:

- The risks identified in your risk assessment
- Your vessel's operations (e.g. fishing, charter, etc.)
- The tasks the master and crew are doing, and the training and qualifications they need
- The risk of fatigue to the master and crew
- The areas where you operate your vessel, the expected conditions (e.g. weather, climate, and water temperatures), and the duration of voyages
- Vessel design, including the equipment you have on board
- Crew needed for your vessel's emergency plan
- Maintenance of the vessel, its machinery and equipment
- The external support available to the vessel

**Class 2 vessels carrying passengers** also need to think about effective and timely passenger monitoring.

#### What to put in your SMS

Items to provide	Done
How you worked out your crewing, considering the dot points above.	<input type="checkbox"/>
The number of crew.	<input type="checkbox"/>
Crew qualifications needed, including radio communications and current first aid to at least HLTAID011 Provide first aid.	<input type="checkbox"/>
A crew list, including each crew member's: <ul style="list-style-type: none"> <li>• name, address, phone number, and email address (if any)</li> <li>• role and their certificates</li> <li>• next of kin's name, address, and phone number</li> </ul>	<input type="checkbox"/>

**If your crewing is 1 person**, the owner must allow the master to have at least 10 hours rest in any 24-hour period.





## CREWING

EXAMPLE ONLY

**For the safe operation of the vessel, the appropriate crewing required is 2 crew:**

- Master – Coxswain Grade 1 or 2 NC, including Short Range Operator Certificate of Proficiency (SROPC)
- One other crew member – GPH
- All crew to have current first aid certificate.

**This is based on:**

- Owner's 20 years practical experience in industry and local knowledge of the waters where operations are carried out
- GPH has worked on vessel for 10 years and is well trained in fishing operations and emergency drills
- Vessel is a 6.2m open fishing boat used for net fishing
- Vessel operates within the shallow waters of a bay that is designated as sheltered waters and is no more than 1 nautical miles from shore at any time
- Vessel operates for maximum period of 6 hours on any given day
- Nets are set and hauled using a small, powered winch
- Catch is sorted on deck
- Crew needed to manage any emergencies
- Vessel maintenance schedule is followed
- Onshore emergency contact who knows where we're going and when we're due back

# Example – Crewing Class 2 or 3 vessel

### Crew list

Chris Lee

General purpose hand – holds GPH and Provide first aid certificates

Address: 456 Jones Street, Streaky Bay, South Australia 5680

Phone: 0123 xxx xxx

Email: [chrislee@xxxxxx.com.au](mailto:chrislee@xxxxxx.com.au)

Next of kin

Jess Lee

Address: 456 Jones Street, Streaky Bay, South Australia 5680

Phone: 0467 xxx xxx



# Policies and procedures

## Policies and procedures must:

- be developed for key vessel operations
- address any risks identified by the risk assessment
- Be reviewed if an increased risk is identified by a review of the risk assessment





# Policies and procedures cont.



The owner of the vessel must also ensure that there is a procedure related to at least each of the following if applicable:

- pre-operating checks
- the means of access to and from the vessel\*
- wearing of lifejackets
- drug and alcohol; and
- for a vessel that carries passengers
  - giving safety inductions to passengers
  - passenger monitoring at all times

*\* Not applicable for Class 4 vessels, however, should be considered as part of your risk assessment.*





# Example – Policies and procedures checklist

## Class 2 or 3 vessels

### Section 4. Policies and procedures

You MUST include	Done
Pre-operating checks	<input type="checkbox"/>
Procedures for getting on and off the vessel	<input type="checkbox"/>
Procedures for key vessel operations	<input type="checkbox"/>
Lifejacket policy, which must account for: <ul style="list-style-type: none"> <li>the risks identified in your risk assessment</li> <li>making sure lifejackets are readily available</li> </ul>	<input type="checkbox"/>
Drug and alcohol policy	<input type="checkbox"/>
Crew training (induction, duties, emergency procedures, refresher training)	<input type="checkbox"/>
Any other policies and procedures that: <ul style="list-style-type: none"> <li>control the risks from your risk assessment (e.g. fatigue)</li> <li>are specific to your vessel and operation (e.g. net fishing)</li> </ul>	<input type="checkbox"/>

Class 2 vessels carrying passengers also need to write down the following:

You MUST include	Done
A passenger induction procedure, covering: <ul style="list-style-type: none"> <li>inducting passengers as soon as practical after they board the vessel</li> <li>Briefing passengers on the emergency plan and when to wear lifejackets</li> </ul>	<input type="checkbox"/>
A procedure for monitoring passengers at all times.	<input type="checkbox"/>

Each time you conduct training (including inductions and emergency drills) you **must** record:

- A description of the training or drill
- Name and signature of all training participants
- Date of training

You can record this in your logbook. You **must** keep this record for 5 years.



# Example – Policies and procedures

## Class 2 or 3 vessel

### POLICIES AND PROCEDURES

EXAMPLE ONLY

#### Pre-operating checklist

- Battery and navigation lights
- Outboard engine - Test start, check fuel tank full
- Deck equipment - Anchor and chain, radio, chart plotter, bailer with line
- Safety equipment – Lifejackets, flares, lifebuoys, waterproof torch, fire extinguishers, first aid kit
- Check weather forecast
- Emergency contact informed of voyage plan
- Mobile phone (full battery, in-service)
- Equipment, water, and food onboard and securely stowed
- Personal protective clothing, cap, eyewear, sunscreen
- Master and crew fit for work
- Master and crew wearing lifejackets
- And...

#### Lifejacket wear

- Level 150 auto-inflating lifejackets to be worn at all times when onboard vessel
- Lifejackets to be inspected prior to and at end of each day's operations
- Lifejackets to be serviced in accordance with manufacturer's specifications
- Lifejackets to be replaced when damaged
- Lifejackets to be cleaned and dried and then stowed away following inspection at end of each day's operations
- Spare lifejackets stored under centre console
- And...

#### Vessel access

- Visually inspect boat ramp for signs of wear and tear and obstructions
- Visually inspect water for tidal movement, water depth and wind direction
- Undertake pre-launch checks (bungs in place, strapping removed)
- When safe and boat ramp is clear, reverse trailer
- Someone to monitor reversing vehicle from safe distance
- Launch vessel
- Crew member to give master mooring line and then board vessel via boarding ladder
- Master to secure vessel to jetty
- Master parks vehicle and trailer and then boards vessel from jetty
- And...

#### Fatigue plan

- Crew trained on causes and signs of fatigue
- Vessel operates for maximum of 6 hours per day and only in fair weather
- Total workday, including travel to/from work, pre-operating checks, processing of catch and vessel/equipment maintenance does not exceed 10 hours per day
- And...

#### Crew training

New crew to do an induction / familiarisation that covers:

- Company and vessel induction
- Safe working procedures
- The emergency plan
- Fatigue management
- Drug and alcohol policy
- And...

Every 3 months:

- Emergency drills
- And...

#### Drug and alcohol policy

- Zero-tolerance approach to use of alcohol and drugs on vessel
- All crew to report to work free from effects of alcohol and drugs
- Crew taking prescription medication to provide letter from doctor that they are fit for work
- Crew under the influence will not board vessel or work that day
- And...

Ensure you include policies and procedures that are specific to your operation (e.g. net fishing, pylon maintenance etc.)

Each task must be assigned to either the master or a crew member with the right skills, knowledge and competency.



# Example – Policies and procedures checklist

## Class 4 vessels

### Section 3. Policies and procedures

You MUST include	Done
Pre-operating checks before the hirer or participant takes control of the vessel. This must include checking the vessel has all safety equipment on board.	<input type="checkbox"/>
Procedures for key tasks and who's responsible for them	<input type="checkbox"/>
Lifejacket policy, which must account for: <ul style="list-style-type: none"> <li>the risks identified in your risk assessment</li> <li>making sure lifejackets are readily available</li> </ul>	<input type="checkbox"/>
Drug and alcohol policy	<input type="checkbox"/>
Any other policies and procedures that: <ul style="list-style-type: none"> <li>control the risks from your risk assessment</li> <li>are specific to your vessel and operation</li> </ul>	<input type="checkbox"/>

Personal watercraft (PWC) e.g. jet skis must also include policies that ensure:

You MUST include	Done
PWCs are not taken outside of designated cruising area or pen	<input type="checkbox"/>
Hirers and participants operating PWCs in a pen are supervised by owner, or tour leader	<input type="checkbox"/>
Hirers and participants on a tour are supervised by the tour leader	<input type="checkbox"/>
Hirers and participants have the skills and abilities necessary to operate a PWC safely	<input type="checkbox"/>
Hirers and participants declare any medical conditions that may affect their ability to safely undertake the activity	<input type="checkbox"/>
If operating in a pen or tour: hirers and each operator must be at least 16 years old.	<input type="checkbox"/>
If operating outside of a pen or tour: hirers and participants must meet the State or Territory's recreational licensing requirements, unless exempted under State or Territory law	<input type="checkbox"/>
Each hirer and participant are provided with an appropriately sized lifejacket	<input type="checkbox"/>
Any pillion passenger under 16 years old is on board with a hirer who is at least 16	<input type="checkbox"/>





# Example – Policies and procedures

## Class 4 vessel

### POLICIES AND PROCEDURES

EXAMPLE ONLY

#### Drug and alcohol policy

- Zero tolerance to the use of non-prescription drugs or alcohol for both staff and hirers/participants
- Requirement to advise staff at time of booking of any known medical conditions that could jeopardise safety when operating canoes
- Staff have authority to refuse hire where a person appears to be under the influence of drugs or alcohol
- And...

#### Lifejacket wear

- Lifejackets to be worn at all times when on water
- Lifejackets to be inspected prior to and at end of each day's operations
- Lifejackets to be serviced in accordance with manufacturer's specifications
- Lifejackets to be replaced when damaged
- Lifejackets to be cleaned and dried and then stowed away following inspection at end of each day's operations
- And...

#### Hirer induction

- Staff members performing inductions are trained and deemed competent for this task
- Complete safety briefing
- Identify any concerns/safety issues
- Ensure competency of hirer
- Once satisfied assist hirers and participants with fitting lifejackets
- Assist with launching and retrieval of canoes
- And...

#### Staff training

- All staff to hold a minimum of Coxswain Grade 3 NC to operate safety boat
- All staff to hold valid first aid certificate HLTAID011 Provide first aid
- Staff trained and assessed to perform hirer induction
- Staff trained to inspect canoes and safety equipment for signs of damage and wear
- And...

Ensure you include policies and procedures that are specific to your operation (e.g. jet skis, takeaway vessels, sailboats etc.)



# Participant assessment

## Class 4 vessels



The owner of a Class 4 vessel must:

- assess the special skills, abilities and level of medical fitness required by the hirer and any participant
- determine maximum number, minimum competency, minimum age and minimum medical requirements of hirers and participants considering:
  - the minimum number of persons to safely operate the vessel
  - the amount of space available for persons on board
  - the kind of safety equipment on board
  - the load and stability limitations
  - the area in which the vessel operates
  - the operational risk



# Example – Participant assessment checklist

## Class 4 vessels

### Section 4. Participant assessment

This section is your policy for who can hire your vessel, and how you'll check that each hirer and participant can safely take part.

Items you MUST include	Done
Assess what special skills, abilities, and level of medical fitness each hirer or participant would need to have based on the activities your vessel will be used for.	<input type="checkbox"/>
Write out the maximum number, minimum competency, minimum age and minimum medical requirements of the hirer and any participant. To do this, think about: <ul style="list-style-type: none"> <li>the minimum number of persons required to safely operate the vessel</li> <li>the maximum number of persons the vessel is allowed to carry</li> <li>the amount of space available for persons on board</li> <li>the kind of safety equipment on board</li> <li>the load and stability limitations</li> <li>the area in which the vessel operates</li> <li>the operational risk.</li> </ul>	<input type="checkbox"/>
Write how you will make sure the person who will be primarily responsible for operating the vessel is competent to operate the vessel.	<input type="checkbox"/>
Write how you will make sure the hirer and any participants have the skills and abilities necessary to operate the vessel safely, over the term of the agreement, considering the vessel's size, type, propulsion power and intended areas of operation	<input type="checkbox"/>
Write how you will make sure the hirer and any participants meet the recreational boating operator licencing requirements, as applicable, in the state or territory of operation.	<input type="checkbox"/>

The maximum number of people on board cannot be more than 12 or the maximum number of people permitted by its Certificate of Survey or Non-Survey Approval.





# Example – Participant assessment

## Class 4 vessel

### PARTICIPANT ASSESSMENT

EXAMPLE ONLY

The following is the policy of BL Canoe Hire:

#### The hirer and participants:

- Be at least 15 years of age (if being accompanied by children below the age of 15, the hirer must be at least 18 years old)
- Hirers and participants must wear a lifejacket at all times.
- Hirers will be required to demonstrate competency to safely board, paddle and steer canoe to the satisfaction of a staff member prior to commencement of hire
- Hirers and participants must advise the staff member at time of booking of any known medical conditions that may affect their ability to safely operate a canoe or could jeopardise the health and safety of the hirer, a participant or a member of staff
- Hirers must not be under the influence of alcohol or drugs and BL Canoe Hire reserves the right to refuse a hire to any person believed to be affected by drugs or alcohol
- And...

#### The canoe:

- All canoes have the capacity for a maximum of 2 people who are to remain seated at all times. No pets are permitted on board at any time
- Each canoe contains safety equipment consisting of a torch, bailer and tethering devices for paddles
- Lifejackets are provided at time of hire. Where a hirer/participant wants to use their own lifejacket, it must, at a minimum, meet the same standards as those provided by BL Canoe Hire.
- Canoes and safety equipment, are maintained in accordance with the maintenance schedule
- And...

#### Bishop's Lake:

- The area incorporating Bishop's Lake is sheltered on three sides by bushland that provides shelter from majority of weather events.
- A navigation hazard (Mick's Rock) is located 200m south-west of the designed canoe launch area. This area is restricted due to jagged rocks located on or just below the waterline and is appropriately signposted.
- Visibility of the entire lake is good, and a staff member remains on lookout at all times when a canoe is on the water.
- And...





Australian Government  
Australian Maritime Safety Authority

# Q&A Session: Your Questions Answered



In the spirit of reconciliation the Australian Maritime Safety Authority acknowledges the Traditional Custodians of country throughout Australia and their connections to land, sea and community. We pay our respect to their elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples today.

Elements of *Navigating Tides of Progress* artwork by proud Samsep woman, Alysha Menzel.



# Emergency plans

Emergency plans need to be updated, if relevant, to include:

- Loss of propulsion
- Oil or fuel spill

Procedures must outline how to respond in an emergency situation





# Example – Emergency plan checklist

## Class 2 or 3 vessel

### Section 5: Emergency plan

Your emergency plan ensures you are prepared, helps prevent injuries, save lives, and reduce damage to your vessel and the environment.

#### Set up your emergency plan

Write down what to do in each of these emergencies if relevant, and the role of each crew member:

Items to provide	Done
Fire	<input type="checkbox"/>
A person overboard or unaccountably missing	<input type="checkbox"/>
An injury or other medical emergency	<input type="checkbox"/>
Master incapacitated	<input type="checkbox"/>
Loss of steering	<input type="checkbox"/>
Loss of propulsion	<input type="checkbox"/>
Vessel collision	<input type="checkbox"/>
Vessel grounding	<input type="checkbox"/>
Vessel flooding	<input type="checkbox"/>
Oil or fuel spill	<input type="checkbox"/>
Adverse weather or water conditions	<input type="checkbox"/>
Any other circumstance identified by your risk assessment that may require an emergency response.	<input type="checkbox"/>

#### Class 2 vessels carrying passengers with only a master on board:

You MUST also include	Done
Make a laminated copy of the emergency safety procedures	<input type="checkbox"/>
Display that copy clearly and prominently on board, if practical	<input type="checkbox"/>

You must keep a copy of your emergency plan on board where it is readily accessible. It must also have a way for the crew to record and confirm the presence of all on board in an emergency.



# Example – Emergency plan

## Class 2 or 3 vessel

### EMERGENCY PLAN

EXAMPLE ONLY

#### Fire

- Quickly assess the situation to see if fire can be brought under control
- Use portable fire extinguisher or bailer to extinguish the fire
- Use radio or mobile phone to alert emergency contact, other vessels and if required, emergency services
- If cannot be brought under control prepare to abandon vessel – lifejackets are worn at all times
- Await emergency assistance
- And...

#### Person overboard

- Lifejackets are worn at all times
- Deploy lifebuoy
- If possible, swim to and reboard vessel
- Manoeuvre the vessel to allow person easier access
- Use grappling hook and boarding ladder to assist person back on board the vessel
- Use radio or mobile phone to alert emergency contact and/or emergency services where they are injured, unable to be located or cannot be reboarded
- And...

#### Oil/fuel spill

- Identify and stop the source of spill
- Wear PPE to protect yourself
- Confine the spill
- Evaluate and use oil absorbent clean-up materials provided
- Assess water and environment for any spill and commence clean-up
- Report to AMSA and local authorities
- And...

#### Master incapacitated

- Ensure master is fit and well to undertake operations
- Crew member to take command and control of vessel and deploy the anchor
- Use radio or mobile phone to alert emergency contact and/or emergency services
- And...

#### Loss of steering/propulsion

- Assess the situation
- Confirm the stability and integrity of the vessel
- If vessel is drifting deploy the anchor
- Have crew maintain lookout while master attends to any mechanical issues
- Use radio or mobile phone to alert emergency contact or other vessels in the area
- And...

#### Collision

- Check vessel for damage
- Take steps to control/limit any flooding
- Administer first aid as necessary
- If another vessel is involved – assist others
- Alert emergency contact and/or emergency services
- Lifejackets worn at all times
- If the vessel cannot be operated safely, remain with vessel if it is safe to do so, until help arrives
- And...

#### Grounding

- Check vessel for damage
- Take steps to control/limit any flooding
- If possible, head for safe haven
- Use radio or mobile phone to alert emergency contact and/or emergency services
- Lifejackets worn at all times
- If the vessel cannot be operated safely, remain with vessel provided it is safe to do so, until help arrives
- And...

#### Vessel flooding or capsize

- Lifejackets worn at all times
- Remain with vessel if possible and safe to do so until help arrives
- If required move to assembly station and prepare to abandon vessel
- If possible – use radio or mobile phone to alert nearby vessels or emergency response agencies
- Activate the EPIRB or PLB
- And...

Your emergency plan must also include procedures for:

- adverse weather or water conditions
- personal injury or other medical emergency
- any other emergency identified by your risk assessment



# Example – Emergency plan checklist

## Class 4 vessel

### Section 5: Emergency plan

Your emergency plan helps prevent injuries, save lives, and reduce damage to your vessel and the environment.

#### Set up your emergency plan

Write down what to do in each of these emergencies if relevant:

Items to provide	Done
Fire	<input type="checkbox"/>
A person overboard or unaccountably missing	<input type="checkbox"/>
An injury or other medical emergency	<input type="checkbox"/>
Master incapacitated	<input type="checkbox"/>
Loss of steering	<input type="checkbox"/>
Loss of propulsion	<input type="checkbox"/>
Vessel collision	<input type="checkbox"/>
Vessel grounding	<input type="checkbox"/>
Vessel flooding	<input type="checkbox"/>
Oil or fuel spill	<input type="checkbox"/>
Adverse weather or water conditions	<input type="checkbox"/>
Any other circumstance identified by your risk assessment that may require an emergency response.	<input type="checkbox"/>

**You must, if practical:**

To do	Done
Make a laminated copy of the emergency safety procedures	<input type="checkbox"/>
Display that copy clearly and prominently on board	<input type="checkbox"/>

For example, it may not be practical to display a laminated copy of your emergency safety procedure on a canoe, kayak or personal watercraft.

The emergency safety procedure may be either written or a diagram.





# Example – Emergency plan

## Class 4 vessel

### EMERGENCY PLAN

EXAMPLE ONLY

<p><b>Adverse weather</b></p> <ul style="list-style-type: none"> <li>• Staff to monitor weather (BOM and visual)</li> <li>• Canoes to return to launch site when instructed</li> <li>• Safety boat on standby to assist where needed</li> <li>• And...</li> </ul>	<p><b>Person overboard</b></p> <ul style="list-style-type: none"> <li>• Lifejackets are worn at all times</li> <li>• If possible, swim to and reboard</li> <li>• Safety boat on standby to assist where needed</li> <li>• And...</li> </ul>
<p><b>Personal injury or medical emergency</b></p> <ul style="list-style-type: none"> <li>• Hirer completes medical declaration</li> <li>• No alcohol or drugs permitted</li> <li>• Safety boat on standby to assist where needed</li> <li>• And...</li> </ul>	<p><b>Hirer incapacitated</b></p> <ul style="list-style-type: none"> <li>• Hirer completes medical declaration</li> <li>• No alcohol or drugs permitted</li> <li>• Safety boat on standby to assist where needed</li> <li>• And...</li> </ul>
<p><b>Loss of steering/propulsion</b></p> <ul style="list-style-type: none"> <li>• Training in correct use of paddles</li> <li>• Tethering devices used at all times</li> <li>• Use of hand signals to attract attention of safety boat crew</li> <li>• And...</li> </ul>	<p><b>Collision</b></p> <ul style="list-style-type: none"> <li>• Minimum separation distance to be maintained by hirer at all times</li> <li>• Low speed of canoes</li> <li>• Enclosed waterway with no other vessels permitted</li> <li>• Daylight operations only</li> <li>• And...</li> </ul>

<p><b>Grounding</b></p> <ul style="list-style-type: none"> <li>• Prohibited areas where grounding could occur are sign posted, and hirers instructed not to enter</li> <li>• Staff to launch and assist with retrieval of canoes.</li> <li>• Safety boat on standby to assist where needed</li> <li>• And...</li> </ul>	<p><b>Vessel flooding or capsizes</b></p> <ul style="list-style-type: none"> <li>• Hulls inspected for damage at end of each hire</li> <li>• Regular maintenance program</li> <li>• Prohibited areas where hull damage could occur are sign posted, and hirers instructed not to enter</li> <li>• Hirers instructed how to right canoes and reboard</li> <li>• Safety boat on standby to assist where needed</li> <li>• And...</li> </ul>
---	---

For other types of vessels (e.g. has an engine, carries a gas bottle, etc.), you need to include procedures for fire and oil or fuel spills in the emergency plan.



# Maintenance

Vessel owner must ensure that a system is developed for:

- regular programmed inspections and maintenance

The system must include arrangements for recording details of:

- each inspection, and
- Corrections for each deficiency identified



# Maintenance cont.



Inspection must be conducted by:

- the owner, or
- a person with sufficient experience and knowledge to conduct the inspection on behalf of the owner

Servicing must consider the manufacturer's specifications and requirements





# Example – Maintenance checklist

## Class 2 or 3 vessel

### Section 6. Maintenance

This section covers inspections and maintenance for your:

- vessel
- machinery
- equipment.

### How to set up your inspection and servicing plans

#### 1. Set up your inspection plan

You MUST include	Done
A schedule for when you will inspect specific equipment, machinery, and your vessel.	<input type="checkbox"/>
Who can conduct your inspections. This must be the owner or another person with sufficient experience and knowledge.	<input type="checkbox"/>
A record of each inspection, any issues/hazards found, and corrections made.	<input type="checkbox"/>

#### 2. Set up your servicing plan

You MUST include	Done
When your machinery and equipment will need to be serviced, based on the manufacturer's instructions.	<input type="checkbox"/>

You can record each inspection and each service in your logbook.



# Example – Maintenance schedule

## Class 2 or 3 vessel

### MAINTENANCE

EXAMPLE ONLY

#### Inspection plan

Inspections must be conducted by Tony Lee or Kim Lee.  
Any deficiencies and corrections will be recorded in the logbook.

When	Item
Every Monday	VHF radio – test call
	Visual check of vessel (hull, engine, fuel tank, fuel filter and hoses, safety gear)
First Monday of every month	EPIRB/PLB – registered, in date and tested
	First aid kit – in date and nothing missing
	Safety equipment (lifebuoys, flares, signalling light, waterproof torch, binoculars) – in date (where applicable) and good condition
First Monday in January	Portable fire extinguishers – in date, good condition

#### Record of inspections (in logbook)

Inspection date	Deficiency	Correction
06/01/25	Fire extinguisher check	In date and good condition. Annual service due in July 2025 <i>Kim Lee</i>
06/01/25	Weekly check	VHF test call all good. Vessel, engine etc. and safety gear checked – all ok <i>Tony Lee</i>
03/03/25	EPIRB battery expires in April.	Replaced EPIRB and registered with AMSA. Disposed of old EPIRB at Tony's Batteries. Documentation filed. <i>Kim Lee</i>
07/07/25	Lifejackets need to be serviced	Serviced by Jan's Nautical Shop and documentation filed. <i>Tony Lee</i>
07/07/25	Fire extinguisher service	Annual service completed by Dave's Fire Servicing. Good condition, no need to replace <i>Kim Lee</i>



# Example – Maintenance checklist

## Class 4 vessel

### Section 7. Maintenance

This section covers inspections and maintenance for your:

- vessel
- machinery
- equipment.

### How to set up your inspection and servicing plans

#### 1. Set up your inspection plan

You MUST include	Done
A schedule for when you will inspect specific equipment, machinery, and your vessel.	<input type="checkbox"/>
Who can conduct your inspections. This must be the owner or another person with sufficient experience and knowledge.	<input type="checkbox"/>
A record of inspections where you can record: <ul style="list-style-type: none"><li>• each inspection</li><li>• any issues/hazards found</li><li>• corrections made.</li></ul>	<input type="checkbox"/>

#### 2. Set up your servicing plan

You MUST include	Done
When your machinery and equipment will need to be serviced, based on the manufacturer's instructions.	<input type="checkbox"/>

Your record can include any customer complaint or feedback about hazards they've found.





# Example – Maintenance schedule

## Class 4 vessel

### MAINTENANCE

EXAMPLE ONLY

#### Inspection plan

Inspections must be conducted by Ashley Lee or Alex Lee

Any deficiencies and corrections will be recorded in the record of inspections book.

When	Item
End of each hire	Visual check of canoes (hull, seating, paddles and safety gear). Lifejackets checked, cleaned and dried.
First Monday of every month	Safety equipment (lifejackets, torch, bailer, tethering devices for paddles) – in date (where applicable) and good condition.

#### Servicing plan

When	Item
July	Lifejackets – service

#### Record of inspections

Inspection date	Deficiency	Correction
08/07/25	Lifejackets need to be serviced	Serviced by Jan's Nautical Shop and documentation filed. <i>Alex Lee</i>



# Example – Maintenance checklist




**Perform regular maintenance checks**

Small vessels planned maintenance  
**CHECKLIST**

Page 1 of 2

ITEM	FREQUENCY					COMMENTS/DETAILS	DATE/INITIALS
	Daily	Weekly	Monthly	Yearly	Other (specify)		
Engine services (as per manufacturers recommendations/specifications)							
Oil levels							
Fuel filter (check for water or sediment)							
Condition of fuel line, hose clamps, fuel shut off							
Bilge pump and high water alarm							
Batteries (charge state, terminals securely attached and free from corrosion)							
Navigation lights and torches							
Radio and antenna (test call)							
Compass (deviation no more than 5 degrees)							
Lifebuoy (marked, condition of retro reflective tape)							
Flares, EPIRB/PLB, first aid kit (expiry dates)							
Lifejackets (condition, serviced)							



**Perform regular maintenance checks**

Small vessels planned maintenance  
**CHECKLIST**

Page 2 of 2

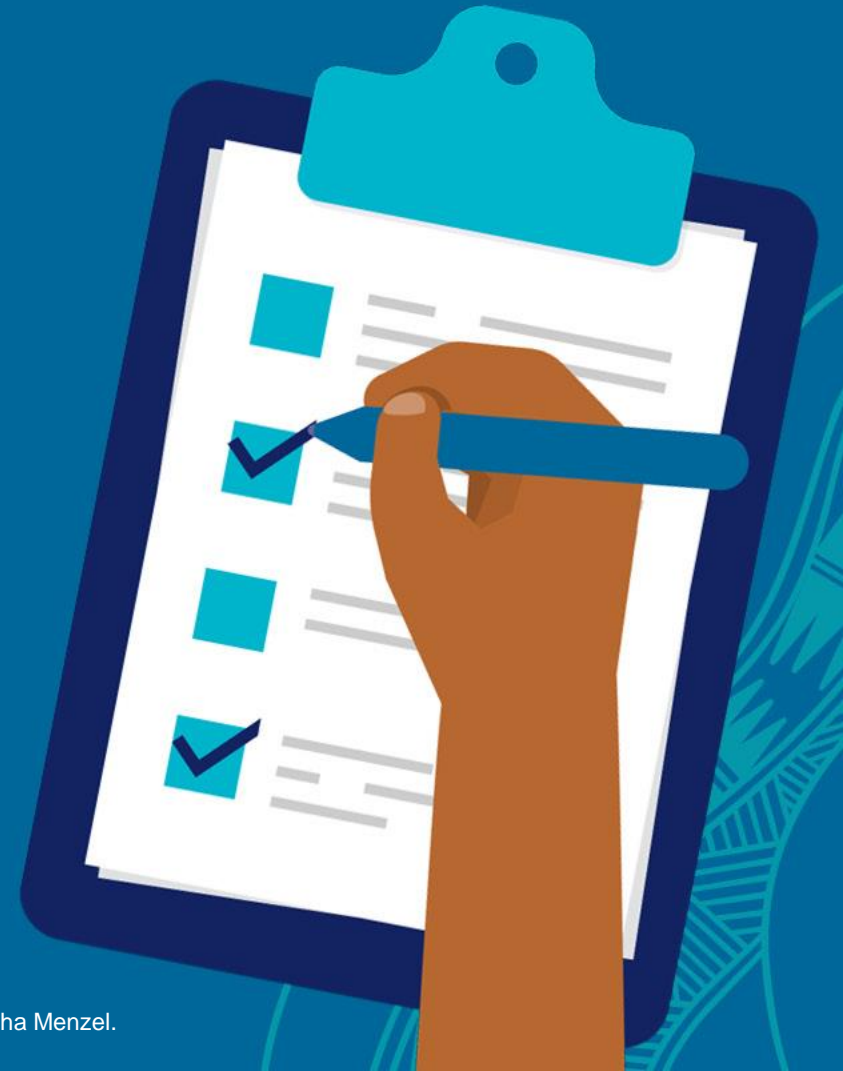
ITEM	FREQUENCY					COMMENTS/DETAILS	DATE/INITIALS
	Daily	Weekly	Monthly	Yearly	Other (specify)		
Navigation charts (electronic) (up to date)							
Hydrostatic release unit (liferaft and float free EPIRB – expiry date)							
Anchoring system (windlass greased, condition of chain/rope)							
Condition of steering cables and linkages							
Fire extinguishers (annual service and 6 month self check)							
Hull condition and condition of floatation material (cracks, fractured welds, signs of corrosion or osmosis, watertightness of cofferdam, water/weather tightness)							
Nuts, bolts, fastenings – check tightness							
Certification – Up to date							



# POLL QUESTION

How many of you are considering changing from a full SMS to a simplified SMS?

Yes, I am (thumbs up 👍)





# Briefing hirers

## Class 4 only

The owner of the vessel must ensure that:

- a briefing is given to each hirer and participant before they takes control of a vessel
- If a hirer or participant is not present during the briefing — a hirer or participant who was present agrees to brief them



# Briefing hirers

## Class 4 only



The owner of the vessel must also ensure that:

- tour leaders, guides and briefers are competent to perform their duties
- tour leader, guide and briefer meet the recreational boating licencing requirements of the State or Territory
- each tour leader has a current first aid certificate equivalent to at least HLTAID011 Provide first aid.



# Example – Hirer briefing checklist

## Class 4 vessel

### Section 6. Hirer briefing and record

#### Hirer briefing

You must provide a briefing to each hirer and participant before they take control of the vessel.

Your briefing MUST include	Done
Identified risks and controls (see your risk assessment)	<input type="checkbox"/>
Lifejacket wearing requirements	<input type="checkbox"/>
Drug and alcohol policy.	<input type="checkbox"/>

If any hirers or participants aren't present for the briefing:

- someone who is present must agree to brief all other people who might operate the vessel. This must cover everything in your standard briefing.

#### Vessel hire record

You MUST have	Done
A written record of each hire	<input type="checkbox"/>





## HIRER BRIEFING AND RECORD

EXAMPLE ONLY

Hirer safety briefing	
Safety matters	Completed
The hirer, who must be a competent swimmer and at least 15 years of age, is responsible for the safe operation of the canoe at all times. Children under the age of 15 must be accompanied by an adult.	<input type="checkbox"/>
The hirer is to ensure the canoe is operated in accordance with instructions provided. This includes being able to demonstrate to the satisfaction of the attending staff member the ability to safely operate the canoe.	<input type="checkbox"/>
The hirer can only operate the canoe within the confines of Bishop's Lake	<input type="checkbox"/>
The canoes for hire are all suitable to carry a maximum of two persons. No additional people or any animals are permitted.	<input type="checkbox"/>
Due to the possibility of sudden strong winds and inclement weather occurring, the hirer must upon instruction from staff of BL Canoe Hire, immediately proceed to the launch area as shown by staff.	<input type="checkbox"/>
The hirer must pass other canoes and identified navigation hazards at a distance of 20 metres to avoid any risk of collision. When operating in groups, maintain sufficient distance to allow for paddling and turning.	<input type="checkbox"/>
There is one known navigational hazard within Bishop's Lake. <ul style="list-style-type: none"> <li>Mick's Rocks is located 200 metres south-west of the launch point</li> <li>Although a large part of the rocks is always clearly visible during daylight hours, the area around the rocks is very shallow with jagged rocks just under the water's surface</li> </ul>	<input type="checkbox"/>
Canoes are prohibited from operating within 20 metres of Mick's Rocks to prevent damage to the canoe and injury to the hirer and participants. The area is clearly marked for this purpose.	

# Example – Hirer briefing

## Class 4 vessel

Each hirer is provided with a lifejacket for use during the hire. Lifejackets must always be worn. A staff member will demonstrate how to wear and use the lifejacket in an emergency prior to the hire commencing.	<input type="checkbox"/>
BL Canoe Hire has a zero-tolerance policy to drugs and alcohol use when hiring canoes. Any person deemed to be under the influence will not be permitted to hire or participate in the use of canoes.	<input type="checkbox"/>
Aside from lifejackets, each canoe comes with a torch, bailer and tethering devices for paddles. Please ensure these remain in the canoe unless needed. Dry bags are available for use to protect mobile phones, keys etc. from water damage. Lockers are also available to store valuable items.	<input type="checkbox"/>
To ensure the Bishop's Lake environment remains pristine, hirers are not permitted to take food, food packaging, cigarettes or other such items onto the lake. Water or other non-alcoholic beverages may be taken; however, the use of cans and glass bottles is prohibited.	<input type="checkbox"/>
BL Canoe Hire maintains a safety boat to assist hirers that may get into trouble when on the water. A staff member remains on lookout for any signs of trouble; however, hirers can assist by waving two hands in the air to attract attention if needed.	<input type="checkbox"/>
The hirer agrees to brief all other hirers and participants who may operate the canoe about the matters provided in the briefing	<input type="checkbox"/>
Signature of hirer..... Date / / Signature of briefer.....Date / /	



# Review your SMS

## all vessels

Be sure to review your SMS:

### Risk assessment

- when you plan to undertake a different operation
- following any marine incident
- if the master considers the risks have changes \*

### Emergency plan and procedures:

- if an increased risk is identified by a review of the risk assessment
- every 12 months

\* *Not applicable to Class 4 vessels*



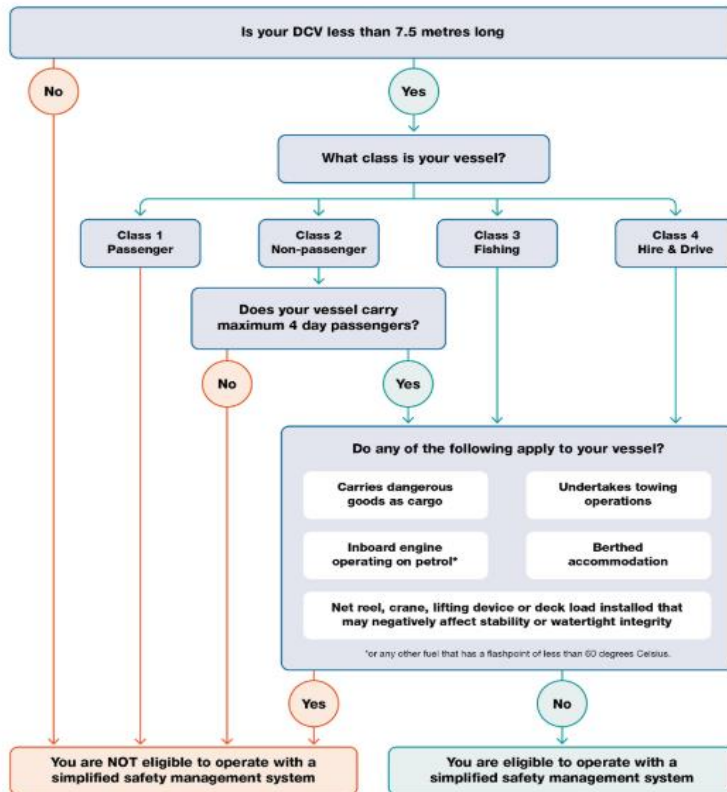
GUIDANCE: MARINE ORDER 504 CHANGES

## Step 2: Check eligibility for a simplified SMS

Simplified SMS Update your SMS Q & A

Operators are required to have a full SMS until 1 June 2025 when simplified SMS requirements come into effect.

### Is my vessel eligible for a simplified SMS?



# Additional resources

[amsa.gov.au/smschanges](https://amsa.gov.au/smschanges)

GUIDANCE: MARINE ORDER 504 CHANGES

## Changes to safety management system requirements from 1 June 2025

Simplified SMS Update your SMS Q & A

The revised Marine Order 504 comes into effect on 1 June 2025. Update your SMS to make sure your vessel complies.

### Simplified SMS



- [Step 1: Learn about simplified SMS](#)  
Find out what's changed.
- [Step 2: Check if your vessel is eligible](#)  
Class 2, 3 and 4 vessels.
- [Step 3: Prepare for simplified SMS](#)  
What to do next.

### Update your SMS

**Fatigue management**  
Learn how to develop a fatigue management plan.

**Drug and alcohol policy - Class 1, 2, 3**  
Learn how to develop a drug and alcohol policy.

**Drug and alcohol policy - Class 4**  
Learn how to develop a drug and alcohol policy.

**Operations and emergencies**  
Learn which procedures you need to add for key vessel operations and emergencies.

**Master and designated person**  
Learn how to add or clarify your master and designated person responsibility statement.

**Assembly station**  
Learn about changes to assembly station requirements and how this affects your SMS.





## Past webinars

Watch previous webinars and access webinar Q & As and presentations.



On this page:

- [Changes to safety management system requirements - 19 March 2025](#)
- [Changes to fatigue risk management - 19 February 2025](#)

### Changes to safety management system requirements

Topic: Safety management systems (SMS)

Presenters: Steve Whitesmith, Anita Markovski, Desley Thompson

Date: Wednesday, 19 March 2025

Who attended: Vessel owners or operators, seafarers, maritime industry professionals, national and state industry associations, State and Australian Government agencies, industry advisory groups

#### Watch the webinar



[View the transcript](#)

# Additional resources cont.

[amsa.gov.au/news-community/webinars/past-webinars](https://amsa.gov.au/news-community/webinars/past-webinars)

### Changes to fatigue risk management

Topic: Fatigue risk management

Presenters: Steve Whitesmith, Mick Bishop, Desley Thompson

Date: Wednesday, 19 February 2025

Who attended: Vessel owners or operators, seafarers, maritime industry professionals, national and state industry associations, State and Australian Government agencies, industry advisory groups

#### Watch the webinar



[View the transcript](#)

#### Presentation slides

Download the [Fatigue risk management webinar presentation slides \(PDF 9.02 MB\)](#).

#### Q & A

Read [answers to questions about fatigue management \(PDF 162.31 KB\)](#) that were asked during the webinar.



# Keep up to date on changes

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- Safety Alert**  
Information on safety issues as they arise.
- Marine notices**  
Information and guidance about upcoming changes to legislation as they arise.





Australian Government  
Australian Maritime Safety Authority

# Q&A Session: Your Questions Answered



In the spirit of reconciliation the Australian Maritime Safety Authority acknowledges the Traditional Custodians of country throughout Australia and their connections to land, sea and community. We pay our respect to their elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples today.

Elements of *Navigating Tides of Progress* artwork by proud Samsep woman, Alysha Menzel.





**Australian Government**

**Australian Maritime Safety Authority**

Safe and clean seas, saving lives



**[amsa.gov.au/smschanges](https://amsa.gov.au/smschanges)**

