Evie Rose Cruises

Safety Management System
Note!

This sample SMS should be read after reading the SMS Guidelines on this webpage.

This document is an EXAMPLE ONLY. Evie Rose Cruises is an imaginary company but the SMS principles it follows are the same for all operations, big or small.

Your SMS needs to be tailored to reflect the operations of YOUR company and YOUR vessel(s).

Remember that the SMS team is here to help. If you require further assistance please contact:

smsaudit@rms.nsw.gov.au

Safety Makes Sense
If you need to make changes to your SMS you can do it simply by having a “Changes” page. It can also be used to show you have reviewed your SMS.

### Changes

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1. General

Evie Rose Cruises is a Sydney based cruise company operating on the sheltered waters of Sydney Harbour.

The company operates one vessel, the “Evie Rose”. “Evie Rose” is a 24 metre timber ferry in 1 E Survey. Her survey number is 12345. She is licensed to carry 40 people.

Evie Rose Cruises caters for the seniors’ market and has working relationships with several coach companies. She specialises in 2 hour morning / afternoon tea cruises, often with bingo sessions run by the deckhand/cruise director.

“Evie Rose” berths at the Fish Markets Wharf.

The company office is located at 17 Soapgrinder Road, Rozelle, NSW, 2039.

Phone: 02 5555 0000       Fax: 02 5555 0000       Mobile: 4141 414 141

E-mail: evierose@evierose.com.au

Website: www.evierosecruises.com.au

Managing Director: Reginald Mountjoy

Contact details: 02 5555 0000 / 4455 667 766

Designated Person: Maureen Mountjoy

Contact details: 02 5555 0000 / 4141 231 123
2. Evie Rose Cruises’ Safety & Environment Policy

The policy of Evie Rose Cruises is to provide healthy and safe working conditions for staff, crew and passengers. We aim to maintain a safe and pollution-free service that meets with national and international regulations and relevant standards, codes and guidelines.

Evie Rose Cruises’ Safety Management Manual describes the Company’s management system for the safe operation of its vessel and for pollution prevention. It follows the RMS Safety Management System (SMS) Guidelines.

Evie Rose Cruises will maintain a safety culture by:

- providing safe practices in vessel operation and a safe working environment;
- establishing safeguards against all identified risks to prevent or minimise their impact (Risk Management); and
- continuously improving the safety management skills of personnel ashore and onboard the vessel.

This will be achieved by:

- having a drug and alcohol free workplace;
- having meetings after safety drills to discuss any safety issues;
- regularly training crew about safety and how to protect the environment;
- informing all crew members about any existing or potential hazards that may be dangerous to them; people in the vicinity; the vessel; or the environment;
- informing all crew members about the measures taken to minimise these potential hazards;
- recording them in the risk register (a list of the hazards and risks on the vessel and how you deal with them);
- making sure that crew understand and follow Company procedures;
- continuously checking the effectiveness of the SMS; and
- meeting legal requirements by following all mandatory and relevant rules, regulations, codes and guidelines and standards. These include the Commercial Vessels Act; the Water Traffic Regulations; the Occupational Health and Safety Act; the Protection of the Environment Operations Act; the Passenger Transport Act; the National Standards for Commercial Vessels; and the Marine Safety (Commercial Vessels) Regulation.

All employees are expected to follow the rules, regulations and procedures at all times.
3. Company Responsibilities and Authorities

Evie Rose Cruises is owned by Reginald Mountjoy of 23 Aquatic Boulevard, Balmain, NSW 2041.

Contact details: 02 5555 0000 / 4455 667 766

Reginald Mountjoy is also the Managing Director.

Maureen Mountjoy is the manager responsible for the day to day running of the company from its office at 23 Aquatic Boulevard, Balmain, NSW 2041.

Contact details: 02 5555 0000 / 4141 231 123

Maureen Mountjoy is also the Designated Person.

The vessel Evie Rose has a permanent master, John Groat, who holds a Master Class 5 Certificate and an MED 3 (Dual Ticketed master). He has been with the company for eleven years. He is responsible for the regular maintenance of the vessel.

When the permanent master is not available, Hilary Higgins is called. She also holds a Master Class 5 Certificate and an MED 3. She has acted as the ‘stand in’ master for the past 4 years. If neither is available, a casual master will be hired and familiarised with the vessel.

One deckhand is required on the Evie Rose. Sophie Richardson is the regular deckhand and holds a coxswain’s ticket. She has been with the company for three years. She is responsible for deck operations and sometimes assists with passenger entertainment activities.

When Sophie is not available, one of two casual deckhands is employed. They are John Morgan, who holds a deckhand’s ticket and Scott Oaks who holds a coxswain’s ticket. If neither is available for a particular charter, a casual deckhand is hired and familiarised with the vessel.

On some of the morning/afternoon tea cruises a hostess is employed to prepare and serve refreshments. Joan Smith holds no maritime qualifications but has a First Aid certificate. She has been with the company on a casual basis for six years. She is familiar with some basic operational procedures of the vessel and participates in drills.

All vessel crew are under the authority of the master.

Safety Makes Sense
Evie Rose Cruises – Organisational Chart

MD
R Mountjoy

DP/Mgr
M Mountjoy

Master

GPH

Hospitality Staff
4. Designated Person (DP)

The Designated Person is Maureen Mountjoy.

Contact details: 02 5555 0000 / 4141 231 123

She reports to the owner / managing director, Reginald Mountjoy.

Contact details: 02 5555 0000 / 4455 667 766

Maureen Mountjoy is responsible for:

- making sure that the SMS is working and reporting to the managing director if remedial action or changes to the system are needed;
- making sure that the vessel and crew are operating safely and not polluting the environment;
- making sure that the vessel and crew have what they need to run safely and efficiently; and
- making sure there is a regular review of the SMS.

Safety Makes Sense
5. Master’s Responsibility and Authority

The master is always in charge of the vessel. S/he has complete authority and is responsible for safety, pollution prevention and the efficient operation of the vessel. S/he may deviate from documented vessel procedures if human life, property or the environment is at risk. S/he may ask the Company for help if s/he thinks s/he needs it.

In everything to do with the safety of persons, property or the environment, the Master reports directly to the Designated Person.

The Master is responsible for:

- making sure the safety and environmental policy is working;
- making sure the crew understand and carry out the Company’s safety and environmental protection policy;
- reviewing safety and pollution prevention activities and reporting any problems to the Company;
- issuing orders in a clear and concise manner;
- making sure that procedures for safe operations and the protection of the environment are followed;
- reporting defects, hazards, incidents / accidents to the office;
- making sure the crew understand their duties and responsibilities as described in the SMS;
- working with the Designated Person in holding onboard reviews;
- evaluating and reviewing the SMS on board the vessel and reporting any problems to the office;
- making sure that SMS records are up to date and available.

Both Masters have acknowledged these responsibilities in writing on their Vessel Induction Checklists. (Appendix 1) Casual masters are also required to sign. These documents are kept in the office.

Safety Makes Sense
6. Resources and Personnel

The Company ensures that the vessel is crewed to meet survey requirements as a minimum. If there is a charter with special requirements, the DP, in consultation with the crew, may decide to employ extra crew.

Evie Rose Cruises ensures that their masters and crew are adequately experienced and that their qualifications meet legal requirements. Photocopies of crew’s certificates are kept in the Balmain office.

The Company makes sure that all crew members know what their responsibilities are when working on the vessel. Evie Rose Cruises also makes sure that all crew understand their responsibilities for protecting the environment.

Evie Rose Cruises has a Vessel Induction Checklist for crew members which they sign when they have understood it. Signed checklists are kept in the office. (See Appendix 1)

Evie Rose Cruises has one permanent and one ‘stand in’ master. If the ‘stand in’ master has not driven the vessel for more than 3 months, she will either do a short trip with the regular master to re-familiarise herself with the vessel or she will allow enough time before a charter to go through the vessel with the GPH, using the Vessel Induction Checklist. (Appendix 1)

If neither master is available for a pre-booked charter, a casual master will be hired. They are required to produce their qualifications, undertake vessel familiarisation using the Vessel Induction Checklist and do one trip with a regular master to demonstrate competence with the vessel.

At the earliest opportunity, both ‘stand in’ and casual masters will participate in emergency drills.

If no master is available, the charter will be cancelled.

The master will take a new crew member on a ‘tour’ of the vessel and, using the Vessel Induction Checklist and Risk Register, highlight safety equipment, procedures and responsibilities. To check understanding, the master will ask the new crew member to repeat the ‘tour’ with the master taking the part of the new crew member. If understanding is demonstrated, the master will then record this in the log. The crew member will sign the Vessel Induction Checklist.

The Vessel Induction Checklist and Risk Register will also be used in refresher training. Regular drills will be conducted on Evie Rose. On every charter the master will pose a ‘what if’ scenario for the crew to think about. For example, ‘What would you do if you saw smoke coming out of the engine room vent?’ or ‘What would you do if I had a heart attack at the wheel?’
Regular emergency drills will be conducted. These will be scenario based and can be led by any member of the crew. Briefings and debriefings will be held to check the level of crew’s knowledge and understanding. Briefings and debriefings also help in the further development of effective responses to emergencies. Drills and names of those who took part will be recorded in the log.

Important instructions, including operational and emergency procedures, associated with the SMS have been written for the vessel. If there is a new crew member on board, they must understand these procedures before sailing. These procedures are found in sections 7 and 8 of the SMS.

Evie Rose Cruises recognises the need to train crew so that they can work safely and protect the environment. If a crew member needs training in a particular area or procedure, they won’t be asked to work in that particular area until they have been trained.

Training records are kept in the Company’s office.

7. **Operational Procedures**

**Crew Briefing**

Before a cruise the master will meet with the crew to give details of the trip. S/he will tell the crew how many passengers are expected; where the cruise will go; how long the cruise is; what catering is required; and if any of the passengers have special needs.

S/he will check that all crew are familiar with the operations of the vessel, understand their roles, have conducted a drill recently and are not under the influence of drugs or alcohol.

The master will also let the crew know if any repairs have been carried out or if there is anything to pay particular attention to on the vessel.

Before a cruise the master will give the crew a “what if” situation to think about and discuss. For example, “What would you do if a passenger falls ill?”

If there is enough time, the master will conduct a scenario based drill.

**Passenger Briefing**

Once the passengers are seated, the GPH will give them a briefing. This will cover the introduction of crew members; location of safety equipment; what to do in an emergency; how to move around the vessel safely; the location of toilets; what to do if they have a problem; where the cruise will go; and when refreshments will be served.

There is a laminated sheet with a sample script kept in the wheelhouse. (Appendix 2)
**Vessel Start Up**

Masters will refer to the vessel start up checklist (Appendix 3) when preparing the vessel for service. When all items on the check list are completed, the master will record in the log, “Start up checks completed. All OK”.

**Refuelling**

“Evie Rose” is usually refuelled alongside at the Fish Markets by a fuel barge. The master will always be onboard for refuelling.

Before refuelling commences the master will look at the tank sight gauges on the inboard sides of the fuel tanks to establish how much fuel is required. S/he will then open the cross over valve located on the forward engine room bulkhead.

S/he will establish communication with the fuel barge. S/he will confirm that fire fighting and spill equipment is readily accessible. S/he will ensure that a ‘no smoking’ zone is established around the vessel.

After safety checks have been completed, refuelling can commence. Communication with the barge will be maintained and the operation monitored. On completion, the amount of fuel taken aboard will be recorded in the log.

**Embarking / Disembarking Passengers**

Passengers will always be embarked / disembarked using the gangplank amidships.

Before the vessel berths, the GPH will make sure that all passengers are behind the yellow safety line marked on the deck. The GPH will unclip the safety chains and secure them against the bulkhead.

The GPH will secure the vessel alongside using two lines whenever possible. When the vessel is secure, the GPH will communicate with the master using the electric bell. Two pushes of the bell means that the vessel is tied up safely. One push indicates go ahead, three pushes indicates go astern.

The GPH will then position the gangplank and secure it with the safety chain.

The GPH will stand ashore by the plank, holding the rail and ‘footing’ the base. Because many passengers will be elderly and may be using walking frames or wheelchairs, the hostess will assist them aboard / ashore. If the hostess is not on the cruise, the master will assist if two lines are being used. Passengers will always be counted on and off the vessel and the numbers recorded in the vessel’s log.

The coach driver will often join the cruise and assist with embarking / disembarking.

The vessel will not leave the wharf until all passengers are seated and have listened to the safety briefing.
Disposal of Garbage

Bins are provided in the main cabin. There is a yellow bin for recycling glass and metal and a black bin for other garbage. All garbage will be bagged and placed in the skips ashore at the Fish Markets. The number of bags will be recorded in the log.

Disposal of Sullage and Grey Water

The Evie Rose is fitted with a 700 litre holding tank. This is pumped out at the facility in Black Wattle Bay. Instructions for pumping out are located on the pump. Before the commencement of this operation, crew will don gloves and check that the hose and fittings are sound.

When the tank is empty, the amount of discharged sullage will be recorded in the log.

Disposal of Waste Oil

No waste oil will be discharged into the Harbour. All waste oil will be collected in 20 litre drums and taken to a waste recycling facility. The master will record the number of drums in the log.

Anchoring

Evie Rose is fitted with a 25 kg CQR anchor with 10 metres of chain and 50 metres of line. The anchor is raised with an electrically driven winch operated with a remote control. The remote is stored under the seat in the wheel house.

To drop the anchor, the GPH will remove the Devil’s Claw and release the brake on the master’s command. The GPH will monitor the drop and apply the brake on the master’s command. S/he will then indicate the direction of the line to the master. A fix must be taken to confirm the anchor is holding.

To raise the anchor, the GPH will collect the remote and stand by the anchor. After connecting the remote s/he will establish communication with the master. The GPH will indicate the direction of the line and on command, raise the anchor. When the anchor is home the GPH will replace the Devil’s claw and let the master know the anchor is secured.

If the anchor needs washing, the GPH will use the deck wash hose.
8. **Emergency Procedures**

**Fire**

The first person to notice a fire will raise the alarm and then alert the master. The master will stop the vessel and direct the GPH to investigate and move passengers from danger.

The GPH will grab an extinguisher, investigate and attempt to fight the fire. S/he will advise the master if the fire is out or not. If the fire has taken hold the master will order the GPH to bring the fire hose online. S/he will then inform the authorities of the situation.

The GPH will deploy the hose which is located on a reel midships on the main deck. S/he will open the valve located below the reel and then advise the master when ready. The master will then activate the pump using the switch on the vessel’s dash.

The GPH will attack the fire. The master, while attempting to reach the nearest wharf, will use the P.A. to update passengers, instruct them to don lifejackets and to move to a designated safe area. If necessary, the master will order ‘Prepare to Abandon Ship’.

**Fire in the Engine Room**

The Evie Rose is equipped with a fixed Pyrogen fire suppressant system in the engine room. There are smoke and heat detectors that register on the fire panel in the wheel house.

When the fire alarm sounds in the wheel house the master will stop the vessel and direct the GPH to investigate. The GPH will go to the engine room hatch, feel for heat and look for smoke. S/he will then report back to the master.

If a fire is confirmed the master will shut down the engines and instruct the GPH to shut the air vents and the fuel shut off valve. The master will make a P.A. announcement advising passengers that there is a problem and instructing them to move to the stern.

The GPH will go to the main cabin and shut the air vents located under the seats either side midships in the main cabin. These are clearly labelled. Then the GPH will pull the fuel shut off located on the bulkhead behind the bar.

The master will inform the authorities of the situation. When the GPH confirms the engine room is sealed, the master will activate the Pyrogen system release located on the dash. The crew will then follow the ‘Prepare to Abandon Ship’ procedure.
Collision / Grounding / Flooding

If a collision occurs, the master will stop the vessel and send the GPH to investigate. S/he will make a P.A. announcement reassuring passengers and then notify authorities of the situation.

The GPH will report back on the status of the vessel and passengers. If the vessel is not at risk and the passengers are OK, the GPH will check the status of the other vessel (if there is one). Assistance will be given to the other vessel if required.

If the vessel is at risk and taking water, the master will instruct the GPH to go to the engine room and set the fire/bilge manifold from ‘fire’ to ‘bilge’ and open the appropriate compartment's valve. While the GPH is in the engine room the master will update authorities and if possible, steer the vessel towards shallow water or a sandy beach.

The GPH will then report back to the master who will start the pump by the switch on the dash. The GPH will then check the overboard discharge. The master will make an announcement instructing passengers to follow instructions given by the crew. He will then give the order to ‘Prepare to Abandon Ship’ if necessary.

Prepare to Abandon Ship / Abandon Ship

The master will make an announcement instructing passengers to follow directions given by the crew. He will then give the order to prepare to abandon ship. The GPH will move all passengers away from danger, conduct a head count, instruct them to don life jackets and demonstrate how to enter the water safely.

The GPH will confirm that the passengers are ready to abandon.

If the master decides to abandon ship he will send a “mayday” on channel 13. He will then shut down the main engine and take the vessel log and grab bag from the wheel house. Once on the main deck, he will don a life jacket and assist the GPH with passenger control. The master and GPH will then launch the Carley floats from the wheel house roof.

The master will then give the order to ‘Abandon’ and the crew will control the transfer of passengers into the water. The master will instruct them to stay together a short distance from the vessel, holding on to the Carley floats.
**Person Overboard (POB)**

When alerted that a person is overboard, the crew member will raise the alarm, ask a passenger to maintain visual contact with the POB and to point towards them.

The master will turn the vessel towards the POB. A crew member will throw a life ring towards the POB. Life rings are located in front of the wheel house and at both midship entry points.

The master will then make a general call on channel 13 notifying other vessels of the situation. He will manoeuvre the vessel to recover the POB, approaching from leeward.

The GPH will confirm with the master which side of the vessel the recovery will be attempted from. He will then retrieve the POB ladder from the stern and don a life jacket.

The master will then make an announcement informing passengers of the situation and requesting that they keep a look out.

The GPH will go to the agreed side and clear passengers away from the yellow lines. If possible, he will establish communication with the POB. He may also throw a deck line secured to the vessel to the POB.

Once the vessel has stopped next to the POB the GPH will put the ladder in place and attempt recovery. If recovery is not practical the GPH will attempt to keep the POB’s head above water and wait for assistance from another vessel.

If the recovery is successful, the GPH will administer First Aid if required. The master will make a general call to inform other vessels of the situation and if necessary co-ordinate with emergency services.

The GPH will take the POB’s details together with witnesses’ details. The master will record the incident in the Log, inform the authorities and the DP.

**Environmental Spill**

In the event of a spill, the crew will alert the master immediately. The master and crew will then investigate the source of the spill. If a spill occurs whilst refuelling, pumping will be stopped at once. The fuel barge’s spill kit will be used to clean up and minimise the spread of the pollutant.

The master will then contact authorities, inform them of the situation and liaise closely with them.

In the event of a Sullage spill, pumping will cease immediately and the authorities will be informed. Any spill must be recorded in the vessel’s log, incident report book and the DP must be notified.

A NSW Maritime incident report form will also be submitted.
**Serious Injury**

In the event of a serious injury, the GPH will fetch the first aid kit from behind the bar and administer first aid. He will then instruct a passenger to inform the master of the situation and the nature of the injury.

The master will make an announcement to inform passengers of the situation and wait for an update from the GPH.

The GPH will attempt to stabilise the patient. If emergency services are required s/he will advise the master. The master will notify authorities and coordinate with emergency services, identifying a suitable wharf for patient transfer.

If the first aid is successful the GPH will take the patient's and witnesses' personal details. The master will record the incident in the vessel's log, incident report book and the DP will be notified. A NSW Maritime Incident Report Form will also be submitted.

**Terrorism or Serious Criminal Act**

In the event of a terrorism / security threat, the crew will remain calm, non-threatening and comply with the “terrorist’s“ demands. The crew will speak calmly to the person and explain beforehand any action that they are going to take, for example, turning the helm to avoid an accident.

Crew should make a mental note of the person’s physical characteristics for debrief purposes. The master will record the incident in the vessel log, incident report book and the DP notified.

**Bomb Threat**

In the event of a bomb threat, the master will inform the crew and contact authorities. The master will assess the risk and direct the crew to conduct a search while s/he navigates the vessel to nearest suitable and safe wharf.

The master will inform passengers that there is an emergency and that they are to don life jackets. On reaching a wharf the GPH will secure the vessel and disembark the passengers.

If the crew finds a suspicious object they are not to touch it. The HOT or NOT principles are to be applied and the crew must inform the master immediately. If passengers are still onboard the GPH will move them from the immediate area and open windows. The GPH will don a life jacket and follow ‘Prepare to Abandon Ship’ procedure.

If a wharf has been reached, passengers and crew will move away from the vessel and await the arrival of emergency services.

The master will record the incident in the vessel log, incident report book and the DP will be notified.
9. Reporting Incidents and Accidents

Evie Rose Cruises has procedures for reporting and analysing all hazards, defects, accidents and incidents on board the vessel. If a crew member identifies a hazard s/he will first inform the master. Then the DP and the crew will do a risk assessment. They try to find a way to get rid of the hazard but if they can’t, they will try to find a way to make it less dangerous.

Any defects or things that need repairing will be reported to the master and recorded in the vessel’s log. The master will then make sure that the DP is informed. After consultation with the crew, the repair will be scheduled by the DP, depending on how serious it is.

Once the repair is completed it will be noted in the vessel log and the crew will be informed.

Any accidents or incidents will be recorded in the vessel’s log. The Designated Person will review and investigate the report. The DP will meet with the crew to try to find out why the accident / incident happened and how it could be prevented from happening again. When a possible solution has been found, it will be trialled. If it is successful it will be documented in the SMS. If it is unsuccessful another solution will be looked for.

The Master is responsible for reviewing the vessel’s SMS and notifying the Designated Person of any problems which may affect safety or anti-pollution capability.

Evie Rose Cruises has a Risk Register that identifies hazards, risks and controls associated with the vessel.

Safety Makes Sense
10. **Maintenance and Recording**

Evie Rose Cruises has checklists for vessel maintenance. The vessel has prestart up checks (Appendix 3). There is also a preventative maintenance schedule covering filter changes and long term servicing as per the manufacture’s requirements. The permanent master is responsible for the regular maintenance of the vessel.

Routine checks of safety equipment are carried out as per schedule.

Fire fighting equipment is serviced regularly by external contractors. (6 monthly)

Routine maintenance and checks are recorded in the vessel’s log. Other maintenance records are kept in the Balmain office.

The vessel undergoes an annual out of water survey conducted by RMS. At this time, all wet surfaces and fittings and inspected and serviced as necessary. The vessel is also anti-fouled at this time.

Preventative maintenance schedule:

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<tr>
<td>Fuel filter changes</td>
<td>500 hours</td>
</tr>
<tr>
<td>Oil Filters</td>
<td>500 hours</td>
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<tr>
<td>Steering header tank</td>
<td>Weekly</td>
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<tr>
<td>Battery Check/test</td>
<td>Weekly</td>
</tr>
<tr>
<td>First Aid Box Check</td>
<td>Monthly</td>
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<tr>
<td>Safety Equipment Inspection</td>
<td>Monthly, During all drills</td>
</tr>
<tr>
<td>Deck equipment, (e.g. lines, fenders and gangway)</td>
<td>Weekly</td>
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</table>

11. **Documentation**

Evie Rose Cruises has procedures to check that the SMS is kept up to date. If any changes are made they will be recorded on the “Changes” page at the front of the SMS and also in the Balmain office. This is the responsibility of the DP.

If there are any pages that are out of date in the SMS they must be removed. The master is responsible for making sure that everyone knows that changes have been made.
12. Review and Evaluation

Evie Rose Cruises reviews the SMS every 12 months to coincide with the vessel’s survey. The review checks that the SMS is up to date and that any changes in the office and on the vessel have been recorded.

The conducting of scenario based drills is part of the review procedure. If a more effective way of conducting a drill is found, it could be changed after consultation with the crew. The change should then be detailed on the “Changes” page and everybody should be told.

The review will be carried out by the DP, Maureen Mountjoy, in consultation with the regular crew. The results of the review are passed on to everyone in the company. Results of the review are recorded on the “Changes page” in the SMS.

**Note!** This example shows how one company wrote its SMS and it may not be the way you wish to write your document.

The important thing to remember is that the principles of an effective SMS are the same for a company with a fleet of large vessels as they are for a single person operation with one small vessel.

Tailor your SMS to reflect what YOU do on YOUR vessel. Involve the crew, particularly when developing your procedures.

Keep your SMS simple and don’t include material that is not needed.

Don’t forget that if you have any questions about developing your SMS, contact the NSW Maritime team.

smsaudit@rms.nsw.gov.au
# Appendix 1  Vessel Induction Checklist

<table>
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<th>Master's / Crew member's Name</th>
<th>Vessel Familiarisation</th>
<th>Comments</th>
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<tr>
<td></td>
<td><strong>Documentation Check</strong></td>
<td>Identify / Use</td>
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<tr>
<td>Read and Understood SMS and Risk Register</td>
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<td><strong>Safety Gear Familiarisation</strong></td>
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<td>Location of life jackets, Carly floats and life rings</td>
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<td>Emergency engine shut off, fuel shut off, air vent shut offs</td>
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<td>Operation of Engine room fire system</td>
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<tr>
<td>Location and Operation of Fire hose, fire extinguishers, fire buckets</td>
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<tr>
<td>Operation of bilge system</td>
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<td>Anchoring / deployment and recovery / N.U.C lights and shapes</td>
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<td><strong>Engine Start Up And Shut Down</strong></td>
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<tr>
<td>Pre start engine checks, engine oil, gearbox oil, cooling water level</td>
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<tr>
<td>Bilge system valve chest, fire hose / deck hose</td>
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<tr>
<td>Location of seawater inlet valve and operation</td>
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<td>Steering system and emergency steering systems</td>
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<td>Fuel and filter systems</td>
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<tr>
<td><strong>Berthing And vessel Handling</strong></td>
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<tr>
<td>Communicates with crew</td>
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<tr>
<td>Familiar with switches and gauges</td>
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<tr>
<td>Throttle and engine control</td>
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<tr>
<td>Manoeuvring vessel at close quarters</td>
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<tr>
<td>Rudder, steering control</td>
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<td>Berthing alongside</td>
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<td>Departing berth</td>
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<tr>
<td>Safe speed</td>
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<td>Emergency stop</td>
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<tr>
<td>Safe loading and unloading of passengers</td>
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<tr>
<td><strong>Was Candidate Competent</strong></td>
<td><strong>YES / NO</strong></td>
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<tr>
<td>Comments:</td>
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<tr>
<td>Candidate’s Signature</td>
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<td>Date of Assessment</td>
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<td>Assessor's Signature</td>
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Appendix 2  Passenger briefing

“Welcome aboard Evie Rose ladies and gentlemen. My name is __________ and I am your deck hand for the day. The Captain is __________ and __________ will be serving you refreshments.

In the unlikely event of an emergency, life jackets are stored under your seats and donning instructions are on these posters here. (Point to posters) If there is a problem I will direct you.

Please take care moving around the Evie Rose. Try and always keep a firm hold. The toilet is located at the stern of the vessel. (Point)

Today we will be cruising on Sydney Harbour towards Rose Bay. Refreshments will be served in about an hour. If you have any questions just ask me.

Thank you very much. Enjoy the cruise!”
Appendix 3  Vessel Start Up

Master
- External inspection of vessel
- Check vessel log for hand over notes
- Check crew are present
- Engage battery bank (A on odd days, B on even days of month)
- Open Sea water intake
- Check coolant water level, top up if necessary
- Check engine oil level, top up if necessary
- Check gear box oil level, top up if necessary
- Grease thrust bearing and stern gland
- Check steering hydraulic oil level, top up if necessary
- Check fuel level (warning! vessel not to be run under 150 litres)
- Check bilge and pump into oily water tank if necessary
- Check bilge manifold set to fire
- Check gearbox is disengaged then start engine
- Observe engine idling and check gauges

In Wheel House
- Test gear ahead and astern
- Check steering
- Check Nav lights, horn and radio set to channel 13
- Complete log as relevant

GPH
- Report to Master
- Check bin liners
- Check toilets
- Check fire extinguishers
- Clean windows
- Single up
- Report to Master

Vessel Shut Down

To shut down the vessel reverse the above procedures. Note down any defects in log and remove all garbage. Ensure that crew have gone ashore.

GPH shut down includes checking for lost property, closing all windows, cleaning and restocking the toilet and mopping the deck. Check with master before leaving.