SMS Review Version 6. Oct 2024

MARINE RESCUE NSW

LEVEL 2 SAFETY MANAGEMENT SYSTEM (SMS)

PRIMARY AREA OF OPERATION: Mid North Coast

UNIT BASE ADDRESS/ES: Marine Rescue Forster Tuncurry
Dolphin Drive Forster

UNIT VESSELS:

CALL SIGN	*TYPE*	*UVI*	*MIN CREW ENCLOSED*	*MIN CREW OFFSHORE*	*OPERATING LIMIT*
FO20	Monohull	455690	2	3	7nm
FO30	Monohull	24494	2	3	30nm

UNIT KEY CONTACTS:

POSITION	*NAME*	*EMAIL*	*PHONE*
Zone Commander	Darren Hulm	darren.hulm@mrnsw.com.au	0407718942
Zone Duty Operations Manager/ Designated Person Ashore (DPA)	Rodney Page	rod.page@mrnsw.com.au	0429512268
Zone Training Manager	Mitch Harvey	mitch.harvey@mrnsw.com.au	0400413658
Unit Commander	Geoffrey Anderson	uc.forstertuncurry@mrnsw.com.au	0438667585
Deputy Unit Commander	Dennis Travers	duc.forstertuncurry@mrnsw.com.au	0408722304
Authorised Vessel Representative	Bryce Nicholls	Bryce.nicholls01@gmail.com	0401179840

FO20 Wallis Lake
AMSA Issued Certificate of Survey #: COS-93405-005
Expires 18th October 2028

Australian Government
Australian Maritime Safety Authority

CERTIFICATE OF SURVEY

Marine Safety (Domestic Commercial Vessel) National Law Act 2012, Schedule 1
Marine Order 503 (Certificates of survey – national law) 2018

Name of vessel FO 20	**Type of vessel** Power Monohull - Other	**Unique vessel identifier** 455690	**Certificate number** COS-93405-005
Measured length (m) 6.57	**Measured breadth (m)** 2.40	**Measured depth (m)** 0.450	**Gross tonnage (if applicable)**
Engine make/type	**Engine power (kW)** 86	**Hull material** Aluminium	**Survey frequency** LOW

Class(es) and number of persons this vessel is certified to carry

Note: the total number of passengers permitted on board is the sum of the unberthed and berthed values shown below

Class	Crew	Unberthed passengers	Berthed passengers	Special personnel
2C	2	0	0	2

Conditions

- The Owner must ensure that the Master has access to a copy of this document on board the vessel.
- THE OWNER AND MASTER MUST ENSURE THAT THE CONDITIONS FOR OPERATIONS ON THE SPECIAL WORKING DECK ARE COMPLIED WITH.

This certificate is in force until 18 October 2028, unless suspended or revoked.

DELEGATE OF THE NATIONAL REGULATOR
PO Box 2181, Canberra AC 2601
p 1800 627 484
w www.amsa.gov.au

Issued: 20 October 2023

Certificate Number: COS-93405-005

Page 1 of 2

For information

A certificate of survey is subject to the statutory conditions imposed under *Marine Order 503 (Certificates of survey – national law) 2018*, as in force from time to time.

5 year survey schedule

In accordance with the statutory conditions mentioned in *Marine Order 503 (Certificates of survey – national law) 2018*, the vessel is to be surveyed in accordance with the following schedule:

Year	Date	Type of Survey
1	N/A	
2	N/A	
3	N/A	
4	N/A	
5	18/10/2028	Periodic Lightship Check, Periodic Survey (In water), Out of Water Survey

Applicable standards

- Construction Standards: GES2013/02

Certificate Number: COS-93405-005

Page 2 of 2

FO30 Cape Hawke
AMSA Issued Certificate of Survey#: COO-84857-003
Exp: 11.07.2029

Australian Government
Australian Maritime Safety Authority

CERTIFICATE OF SURVEY

Marine Safety (Domestic Commercial Vessel) National Law Act 2012, Schedule 1
Marine Order 503 (Certificates of survey – national law) 2018

Name of vessel FO 30	**Type of vessel** Power Monohull - Other	**Unique vessel identifier** 454558	**Certificate number** COS-84857-003
Measured length (m) 11.39	**Measured breadth (m)** 3.84	**Measured depth (m)** 1.520	**Gross tonnage** (if applicable) 5
Engine make/type	**Engine power (kW)** 271	**Hull material** Fibre reinforced plastic	**Survey frequency** LOW

Class(es) and number of persons this vessel is certified to carry

Note: the total number of passengers permitted on board is the sum of the unberthed and berthed values shown below

Class	Crew	Unberthed passengers	Berthed passengers	Special personnel
2C	2	0	0	6
2D	1	0	0	14

Conditions

- The Owner must ensure that the Master has access to a copy of this document on board the vessel.
- For 2D
- This certificate is issued subject to:
- Vessel is not to undertake towing activities unless a tow is required for a vessel in distress at sea and the tow is necessary for the saving of a life or property. All tows are to be restricted to "long lines" tows with the tow line being restricted within the transom beam.
- For 2C
- This certificate is issued subject to:
- Vessel is not to undertake towing activities unless a tow is required for a vessel in distress at sea and the tow is necessary for the saving of a life or property. All tows are to be restricted to "long lines" tows with the tow line being restricted within the transom beam.

This certificate is in force until 11 July 2029, unless suspended, revoked or cancelled.

DELEGATE OF THE NATIONAL REGULATOR
PO Box 2181, Canberra ACT 2601
p 1800 627 484
w www.amsa.gov.au

Issued on: 06 June 2024

Certificate Number: COS-84857-003

Page 1 of 2

For information

A certificate of survey is subject to the statutory conditions imposed under *Marine Order 503 (Certificates of survey – national law) 2018*, as in force from time to time.

5 year survey schedule

In accordance with the statutory conditions mentioned in *Marine Order 503 (Certificates of survey – national law) 2018*, the vessel is to be surveyed in accordance with the following schedule:

Year	Date	Type of Survey
1	N/A	
2	N/A	
3	11/07/2022	Periodic Survey (in water)
4	N/A	
5	11/07/2024	Periodic Survey (in water), Periodic Lightship Check, Shaft Survey, Out of Water Survey

Applicable standards

- Construction Standards: NSCV

Certificate Number: COS 84857-002

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SMS Introduction

The purpose of the SMS is to provide a safe working system which the members of MRNSW can access to understand the safe operations of the vessel/s. There are 3 levels of SMS within MRNSW.

LEVEL 1: Marine Rescue State Headquarters.
Includes:

- State Operating Policy (SOP's).
- Training management.
- Organisation Structure.

LEVEL 2: Marine Rescue Units.
Includes:

- Reference up to LEVEL 1 SMS.
- Unit information.
- Unit Vessels.
- Risk assessments.
- Vessel and crew records.
- Local Operating Procedures (LOP's).

LEVEL 3: Marine Rescue Vessels.
Includes:

- Vessel Particulars.
- Competent Crew.
- Emergency contacts.
- Log and Engineering/maintenance books.
- Emergency flip chart.

Minimum crew risk assessment

The aim of this document is to comprehensively plan and implement the minimum crew levels suitable to safely operate vessel/s.

Objectives

Objectives of the plan are as follows:

- Understand the area of operation.
- Capabilities and restrictions of the vessel.
- Crew capability and understanding of the vessel.
- Outline the MRNSW event risk analysis tool (Risk App).
- Identify, assess and mitigate risks associated with the operating the vessel.
- Provide task risk analysis for specific activities associated operating the vessel.

Stakeholders

- MRNSW State headquarters (HQ).
- ZDOM/Designated Person Ashore.
- MRNSW Unit: Forster Tuncurry.
- MRNSW Unit key members:
    - Authorised Vessel Representative (AVR).
    - Unit Commander, Deputy Commander and executives.

Areas of Identified Risk

- Local area operating waters and prevailing conditions.
- Vessel capabilities.
- Crew capabilities.
- Operational tasking.

Risk Management

MRNSW and its members recognise that the operational environment has inherent risks that may not be able to be eliminated, but through comprehensive event risk management risk levels can be reduced or managed.

Risk management is an ongoing process and should include formal and informal risk assessment processes. Formal risk assessment must be completed at least annually for an ongoing practice, such as management of the MRNSW asset. This minimum crew assessment does not mitigate the ever-changing environment and the operational risk assessment (ORA) which shall be complete prior to on water activities. Informal risk assessment should be a day-to-day process to prevent issues from happening before they occur.

MRNSW is committed to embedding risk management practices to support the achievement of objectives and fulfil governance obligations by:

a) Achieving a consistent and effective approach to managing risks.
b) Developing a risk aware culture where risk management is integrated into business activities and decision making.
c) Ensuring accountabilities for risk management are defined and understood.
d) Demonstrating effective management of all aspects of risk, consistent with the nature of work and scale of risk.
e) Ensuring management systems incorporate risk.
f) Following documented process for escalating critical risks.
g) Ensuring accurate and timely risk information is reported and shared.
h) Capturing lessons learned and promote continuous improvement.
i) Meeting corporate governance regulations and obligations in relation to risk management.

Vessel Operations Process of Risk assessment.

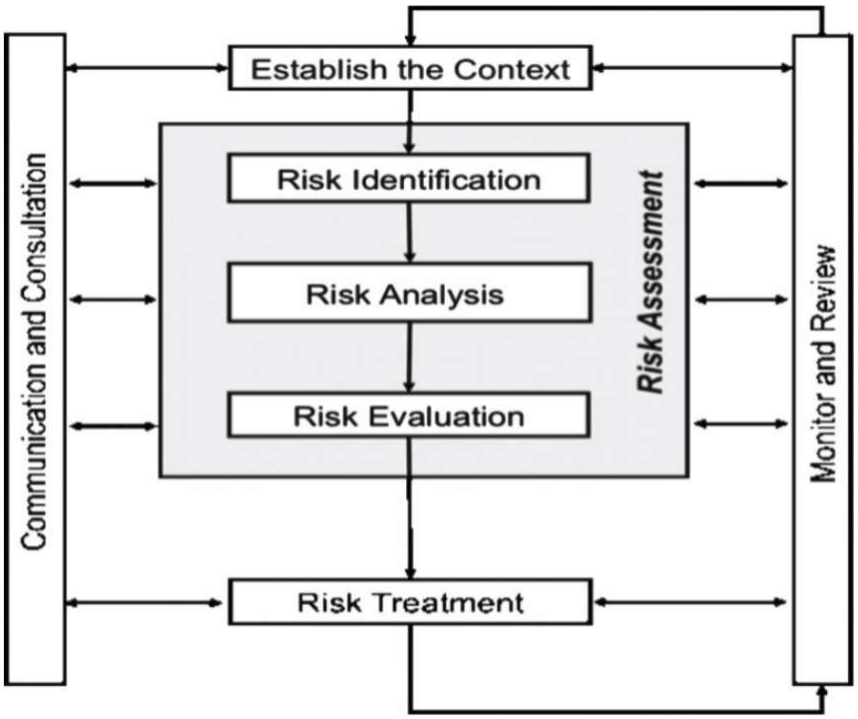
For Risk assessment policies and procedures refer to SOP ADMIN 04 and the MRNSW Risk APP which is available for use for all members of MRNSW. The training in use of the Risk APP is included as part of crew training and inductions.

The policy and procedures provide guidance on conducting risk assessments and applying controls to eliminate and/or reduce risk.

A registrar of identified areas of risk shall be kept for each rescue unit and vessel, these shall be accessible to all crew members to review and acknowledge.

The MRNSW risk management policy is to be applied when managing risks. The risk management and assessment process involve the steps as set out in ISO 31000:2018, including:

a) Communication and consultation with members and employees.
b) Establishing the context, a risk management plan needs to be developed to identify the purpose, principles, scope, people involved, their roles and the implementation schedule.
c) Identify risks through conducting of a risk management analysis with those people identified in the risk management plan.
d) Assess the risks using the event risk analysis matrix to evaluate likelihood and consequence of the risk.
e) Control the risk identify using the most practical option.
f) Review and evaluate: were the controls effective? Is there any follow up action required?
g) Monitor and document the process – regularly check to guarantee continuous improvement.



The risk management process from ISO 31000:2018.

Risk Management Register Tool:

Instructions: Use the Risk Management Register template to discuss risks, hazards and mitigation strategies with all participants. Note in action taken / mitigation discussed column what was discussed and any changes to the mitigation strategy.

Hazard / Risk Description	Likelihood	Consequence	Risk Rating	Who/what is affected	Mitigation Strategies – (Crew requirements to safely operate)				Action taken / mitigation discussed	Residual Rating
					COXSWAIN	CREW	CREW	TOTAL		

Risk Management Matrix for Vessel minimum crewing

Step 1 – Identify hazards
Identify and document all hazards associated with the vessel and its operation. This should be the start of your risk register.

Step 2 – Consider the risks associated with the identified hazards
Once the hazards have been identified consideration needs to be given to the possible impact of these hazards on the safety of personnel and equipment.

In order to determine the potential impact of the hazard we need to consider the chance of someone being hurt which we will refer to as the likelihood. We also need to consider the possible harm that it could cause them which we will refer to as the consequence.

Step 3 – Identify and implement ways to control the risks
The hierarchy of controls as outlined in the table below is part of a globally recognised tool that helps vessel owners, masters and crew to determine the most appropriate approach to control risks. While elimination of the hazard is always the preferred option, it is not always feasible or possible. If a hazard cannot be eliminated steps must be taken to implement a range of risk controls to reduce the risks to an acceptable level.

Control	Effectiveness	Description
Elimination	Most effective	Eliminate the hazard or risk
Substitution		Replace with something similar with less risk
Isolation / engineering		For example - install guards on machine, redesign the task
Administration / training		Implement policies, procedures and training
Personal protective equipment (PPE)	Least effective	Provide equipment such as gloves, self-inflating lifejackets, personal locator beacons and so on

NOTICE TO UNIT EXECUTIVES, VESSEL MASTERS AND CREW

Purpose

Marine Rescue NSW saves lives and assists the boating community in coastal and inland waters. We are a professionally trained, volunteer-based organisation working closely with other water-based services to provide:

- Marine Search and Rescue.
- 24/7 marine radio safety service.
- Boating safety education, training and information to the boating public.

By acknowledging and signing this Safety Management System (SMS) all vessel masters and crew of Wallis Lake and Cape Hawk have a working understanding of related risk management and reporting, documentation procedures, vessel operations and obliged to follow current MRNSW Operational SOP's, State Rescue Board Policy, Australian Maritime Safety Authority (AMSA) and Maritime National Law requirements.

Distribution of SMS

- Unit Executive.
- Vessel Masters + Crew + Trainees.
- MRB Radio Operators/Watch Officers.
- Zone Commander.
- Senior Manager Fleet (HQ).
- Zone Duty Operations Manager.

SMS Accessibility

AS PER **SECTION 10**

LEVEL 1 State Headquarters

- Available online on MRNSW OTTER

Unit LEVEL 2 SMS

- Available online on MRNSW OTTER
- Printed version kept at unit bases accessible for crew.
- On MRB/SARCC operational computers.

Vessel LEVEL 3 SMS

- Available online on MRNSW OTTER
- A copy of the most up-to-date signed Level 3 SMS shall be available on-board the vessel.
- On MRB/SARCC operational computers.

Digital – ALL LEVELS

- Up-to-date SMS shall be made available to every member of the unit via the Units OTTER database (documents).

SMS shall be reviewed annually.

Document Control

Document Versions and Updates must be listed below:

Version	Date	Authorised Editor	Page/Section Updated	Detail
3	Mar 2020	K Parkin	All	Updated version
4	Sept 2021	K Parkin	All	Updated version
5	July 2023	K Parkin	All	Updated Version
6	Oct 2024	K Parkin	All	Updated Version

Approved Unit amendments to this SMS

Date	Section	Page	Authorised Person
16/10/23	All	All	Bryce Nichols
28/06/24	All	All	Geoff Anderson UC
30/11/24	All	All	Geoff Anderson UC

SECTION	SMS Contents
1.	GENERAL
2.	RESPONSIBILITY AND SAFETY POLICY
3.	KEY REFERENCE DOCUMENTS/SOPS
4.	COMPANY ORGANISATION CHART
5.	VESSEL INDUCTIONS, AND EMERGENCY PREPAREDNESS
6.	OPERATIONAL PROCEDURES
7.	ENVIRONMENTAL PROCEDURES
8.	EMERGENCY PROCEDURES
9.	PLANNED MAINTENANCE AND REPAIRS
10.	SMS AUDIT AND MANAGEMENT
11.	ANNEXURES
12.	ABBREVIATIONS
13.	CREW INDUCTION AND DRILL RECORDS

MRNSW SMS
SECTION 1 – GENERAL PARTICULARS AND CREW

Marine Rescue NSW Headquarters
Building 1/202 Nicholson Parade
CRONULLA NSW 2230
PO Box 579, CRONULLA NSW 2230
P: (02) 8071 4848
E: info@marinerescuensw.com.au
W: www.marinerescuensw.com.au

Vessel Information:
Its primary function is **SAR.** The below Template is as recorded in LEVEL 3 SMS. A copy of the details are to be kept with LEVEL 2 SMS.

1. FO20 Wallis Lake

Vessel call sign	FORSTER 20
Survey Number/Unique Identifier	455690
Honorific Name	Wallis Lake
HIN No	AUYWEOC039G818
Type of Vessel	Monohull
AMSA Survey Class	2C
MRNSW Operating Limit	7nm
Area of Operation	Lower Mid North Coast

Manufacturer	Yamba Engineering
Year of Manufacture	2018
Vessel Model	Ocean Cylinder 6.8

Length Overall	6.8m
Length Surveyed	6.8m
Beam	2.45m
Draft	0.54m
Light Displacement (tonne)	
Hull Material	Aluminium

Engine/s (kW Rating)	2x115hp
Brand	Suzuki
Propulsion type and size	Outboard
Engine 1 Serial Number	111503Z-810011
Engine 2 Serial number	111503F-812201
Auxiliary Engines	NA

Fuel Type	Petrol
Fuel Capacity	

EPIRB details and battery expiry	3EEC6F66C6 FFBFF Jul 2027
MMSI	503075060

2. FO30 Cape Hawke

Vessel call sign	FORSTER 30
Survey Number/Unique Identifier	24494
Honorific Name	Cape Hawke
HIN No	AUSCB38314J314
Type of Vessel	Monohull
AMSA Survey Class	2C
MRNSW Operating Limit	30nm
Area of Operation	Lower Mid North Coast

Manufacturer	Steber
Year of Manufacture	2014
Vessel Model	Steber 38
Vessel Type	Monohull

Length Overall	12m
Length Surveyed	12m
Beam	3.84m
Draft	1m
Light Displacement (tonne)	10.5
Hull Material	GRP

Engine/s (kW Rating)	2x380hp
Brand	Yanmar
Propulsion type and size	Shaft
Engine 1 Serial Number	0872
Engine 2 Serial number	0886
Auxiliary Engines	NA
Fuel Type	Diesel
Fuel Capacity	2x600ltr

EPIRB details and battery expiry	3EEC6F66C6 FFBFF Jul 2027
MMSI	503008960

Approved Vessel Operators

The following template lists certified personnel have been approved to master and/or crew the vessels Wallis Lake and Cape Hawk by MRNSW Forster Tuncurry. Crew personal information such as Next of Kin and address is kept private and on personnel files accessible by authorised members only. The template is to be completed in LEVEL 3 SMS – Vessel, kept on board the vessel and recorded online, copies may also be included in LEVEL 2 SMS - Unit.

Approved vessel crew:

RATING	MRNSW Ratings	MRNSW Certificate Number/s	Approved vessel/s		Contact number
Master/Coxswa					
R Mazurek	Master	CERT00946	FO20	FO30	0419 993 958
G Anderson	Coxswain	MR5623	FO20	FO30	0413 980 091
P Jelfs	Coxswain	MR5150	FO20	FO30	0439 471 356
P Mouwen	Coxswain	MR4059	FO20	FO30	0414 463 069
P Nash	Coxswain	MR 1571	FO20	FO30	0491 163 049
R Neal	Coxswain	MR5149	FO20	FO30	0412 333 527
B Nicholls	Coxswain	MR4060	FO20	FO30	0401 179 840
R Lund	Coxswain	MR5895	FO20	FO30	0408 961 619
Coxswain Restricted					
B Findlay	Coxswain Restricted	PT071	FO20	FO30	0413 614 285
K Kent	Coxswain Restricted	MR4318	FO20	FO30	0412 294 056
G Rudd	Coxswain Restricted	MR2989	FO20	FO30	0414 572 606
R Wakeling	Coxswain Restricted	CXR21398	FO20	FO30	0417 081 412
M Breen	Coxswain Restricted		FO20	FO30	0466 721 939
Crew					
G Bailey	MRC	MR5562	FO20	FO30	0425 275 292
C Giampietro	MRC	MR5560	FO20	FO30	0419 449 420
B Parry	MRC	MR4719	FO20	FO30	0429 336 197
A Petteit	MRC	MR5374	FO20	FO30	0413 173 365
J Holley	MRC	MR5741	FO20	FO30	0447 424 257
J Lenaine-Smith	MRC	MR5881	FO20	FO30	0418 827 086
T Coulpus	MRC		FO20	FO30	0416 172 257
D Nash	MRC		FO20	FO30	0402 203 602

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SECTION 2 RESPONSIBILITIES AND SAFETY POLICIES

Designated Person Ashore (DPA)

The following are the primary duties for a DPA:

1. Provide a link between company and vessel personnel.
2. Monitor the safety and pollution prevention aspects of the operation of the vessel.
3. Ensure adequate resources are applied.

The Designated Person Ashore ensures that the crew operates in the best interest of safety and efficiency, including compliance with the Company's Safety Management System. Within the Marine Rescue NSW structure, the Zone Duty Operations Manager shall be the Designated Person Ashore.

The DPA has a direct line of communication to senior management within the company, this person needs to be available for contact at all hours of the day to facilitate resources required to ensure the safety of the crew, vessel, cargo, and environment. The details to reach the DPA shall be posted in an easily accessible location for the crew.

The details of the unit DPA is on the SMS cover page.

Authorised Vessel Representative Responsibilities

Facilitate the ongoing vessel maintenance, repairs, and operational readiness as required by this SMS and adhere to the following legislation and policies:

- *NSCV*
- *Marine Orders*
- *Marine Safety National Law 2013*
- *Uniform Shipping Laws Code (USL Code)*
- *WH&S Act 2012*
- MRNSW Operational SOPs
- State Rescue Board Policy
- Unit LOPs

Master role and responsibilities

The Master is defined as the commander of the vessel who holds an appropriate current rating/ certificate of competency. The Master reports to the ZDOM for operational tasking, however the Master retains authority over the vessel and all persons embarked, taking all necessary actions in the interests of safety, pollution prevention and the efficient operation of the vessel. The Master may deviate from documented procedures if the vessel, human life, property or the environment is at risk.

Where a marine incident occurs the vessel master shall report it to the DPA(ZDOM) at the first practical opportunity.

Key responsibility elements of the Master:

- Safe, command, control, and management of the vessel.
- Ensuring vessel crew have complete and documented inductions.
- Any other persons onboard including special personnel shall be given a vessel safety briefing.

- Ensuring that all crew are fit for duty.
- Complete an ORA prior to any vessel tasking. Available via MRNSW Risk Assessment App or Hard copy.
- Confirm with crew that training and drills are current.
- Ensuring all crew are signed onto and comply with this SMS, MRNSW SOP's and local LOP's.
- Issue orders in a clear and concise manner.
- Report vessel incidents as per MRNSW SOP's and AMSA guidelines.
- Assigning SMS related duties to all crew.
- Evaluating the SMS and Unit SOP and reporting any deficiencies to the DPA and UC.
- Cleaning and proactive maintenance of the vessel.
- Log and communicate repairs and servicing required to the appropriate MRNSW Unit officer.
- Communication with DPA, UC, other Masters and crew members.

Crew Responsibilities

- To crew the vessel according to this SMS under direction of the Master.
- To ensure their competencies and drill schedule remain current.
- To remain familiar with the contents of this SMS.
- To remain familiar with the emergency procedures.
- To report all hazards to the Master.
- To communicate with the vessel Masters during day to day operations and attend meetings regarding the operation and risk management of all vessel functions.

Workplace Health and Safety Policy
Workplace Health and Safety Act (2011)
MRNSW *SOP ADM 04 - Work Health and Safety*

Drug & Alcohol Policy

Policy statement:
2.1 MRNSW is a drug and alcohol free environment. All employees/members are required to be drug and alcohol free whilst on duty.
2.2 All MRNSW workplaces (buildings/vessels/berthing and mooring facilities etc.) are designated as alcohol and smoke free zones.
2.3 Definition: A drug and alcohol free workforce is defined as: • For Alcohol: A 0.00% blood alcohol concentration, and • For Drugs (Prescription): Any level of drug less than the cut off levels stipulated by Australian Standard AS/NZS 4308.
2.4 A member, employee, contractor or consultant reporting to work or undertaking work with drug /or alcohol levels above these standards will be subject to counselling and/or discipline action. Serious or ongoing breaches may result in dismissal.
2.5 Members, employees, consultants and contractors are not permitted to have or sell alcohol or prohibited drugs or prohibited plants or be in possession of any item of SOP ADM014 2 Issued: 30.05.10 Drugs and Alcohol Version 1.2 equipment for the use or the administration of a prohibited drug or plant in MRNSW premises, vessels or vehicles.

Risk Management

Operational Risk Assessment (ORA)

Prior to responding to an incident, the Master is responsible completing and submitting an ORA and submitting it to the Zone Duty Operations Manager and UC as part of the reporting and incident response requirement. (Spare ORA forms to be kept on board vessel).

MRNSW RISK APP.
All vessel smart devices must have the MRNSW risk App downloaded *MARINE RESCUE NSW RISK ASSESMENT APP*

- **Operational Risk Assessment (ORA), and**
- **Training/Event Risk Assessment.**

The Operational Risk Assessment is to be used at all times for Vessel activities where the selection available is:

- Incident (Non Reportable).
- Incident (Reportable).
- Patrol.
- Training.
- Event/Fundraising/PR.

WHS / Hazard / Risk Reporting
All members hold the responsibility to maximise their own safety and the safety of their workmates and the public, including acting in accordance with the law, relevant regulations/policies/SOPs and within the scope of their training.

Should a member deem an activity they are being asked to do poses unreasonable risk and/or is in breach of relevant laws/polices/SOPs etc. they should decline involvement and report the matter to a supervisor.

Should a hazard/risk be identified by a crew member, they should (if safe to do so) eliminate/ mitigate/ manage said hazard/ risk and report the matter according to the following escalation options:

1.	Unit	Immediate Supervisor – i.e. Vessel Master
2.	Unit	Executive/Officer Unit, Deputy Unit Commander, Unit Commander
3.	MRNSW	Zone Duty Operations Manager/DPA
4.	MRNSW	Zone Commander, Senior Manager Health Safety and Culture.
5.	MRNSW	Deputy Commissioner, Commissioner

Exemption 24 Emergency Services Vessel Exemption

MRNSW operates all of the vessels within the MRNSW Fleet under EX24 Emergency Services Vessels Exemption. Please refer to EX24 in reference to vessel operations and crew competencies, a copy of which is available on “OTTER” and the AMSA website.

Fatigue Management

As per ***Marine Order 28 (Standards and procedures)*** Crew fatigue must be managed to ensure safety of crew, the general public, passengers and assets.

Division 3 Standards of watch keeping; Marine Orders 504

12 Minimum hours of rest

(1) The minimum hours of rest for a seafarer must be:
  (a) 10 hours in any 24 hours; and
  (b) 77 hours in any 7 days.

(2) The minimum hours of rest may be divided into 2 periods, of which 1 period must be at least 6 hours.

(3) The interval between consecutive periods of rest must not exceed 14 hours.

13 Emergency or drill or other overriding operational conditions

(1) This section applies in any of the following circumstances:
  (a) An emergency, including:
    (I) a situation affecting the immediate safety of the vessel, persons on board or cargo; or
    (ii) Giving assistance to other vessels or persons in distress at sea;
  (b) If a drill is being conducted;
  (c) Essential shipboard work that:
    (I) cannot be delayed for safety or environmental reasons; and
    (ii) Could not reasonably have been anticipated when the voyage started.

(2) The master may:
  (a) Suspend the watch schedule; and
  (b) Personally, perform any hours of work necessary while the circumstances exist; and
  (c) Require another seafarer to perform any hours of work necessary while the circumstances exist.

(3) as soon as practicable after the circumstances end, the master must:
  (a) If the master performed work in a scheduled rest period while the circumstances existed — take a compensatory rest period; and
  (b) Ensure that any other seafarer who performed work in a scheduled rest period while the circumstances existed is given a compensatory rest period.

(4) If a seafarer's minimum hours of rest are disturbed by call outs to work while the seafarer is on call (e.g. when a machinery space is unattended), the seafarer must be given a compensatory rest period.

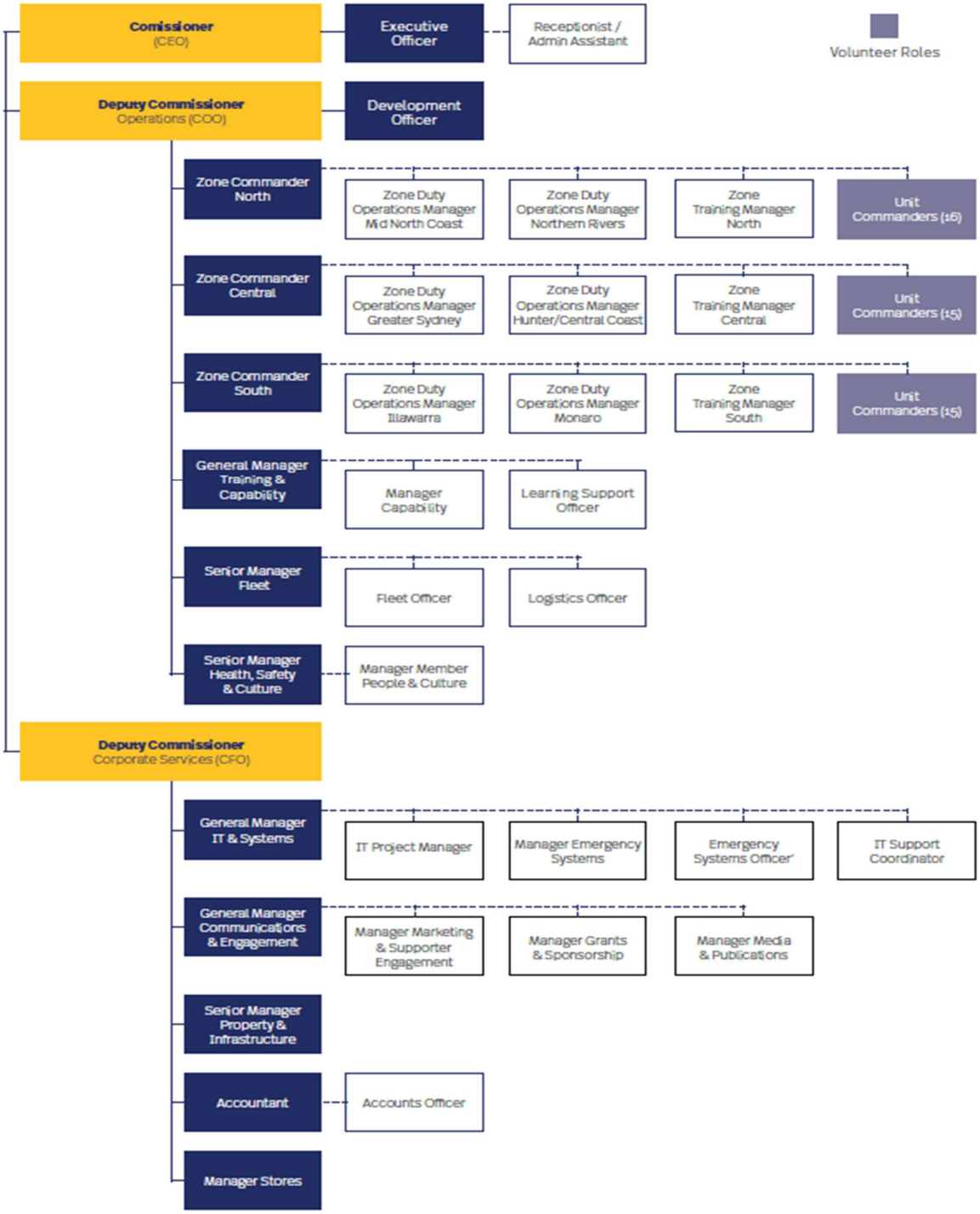
(5) Musters, fire-fighting and lifeboat drills, and drills required by legislation or international instruments, must be conducted in a way that minimises the disturbance of rest periods and does not induce fatigue.

SECTION 3. KEY REFERENCE DOCUMENTS/SOPS

All Members shall have direct access to all MRNSW and relevant **policy/procedures** via the Member Database - OTTER. In addition, up-to-date hard copies of key documents and SOPs may be stored in Unit Radio Bases and Vessel Ready Rooms (per *SOP OP 03 - Vessel Operations)*.

Local Operating Policies/Procedures (LOPS)/ References	
SOP OP 02	Appointments, Ratings, Insignia and Uniform
SOP OP 03	Vessel Operations 2024
SOP OP 06	Incident Response 2024
SOP OP 08	Marine Communications 2024
SOP OP 28	Fatigue Management
SOP OP 33	Use Of Operational and Support Vessels/Vehicles
SOP ADMIN14	Drug and Alcohol Policy
FT03-006	Vessel Sewerage Disposal
FT03-007	Vessel Garbage Disposal
FT03-008	Disposal of Waste Oil
FT03-009	Vessel Pumping Bilges
FT03-010	Vessel Disposal Bio-Hazard Waste
FT03-011	Vessel Induction Checklist for Survivors/Passengers
FT03-012	Vessel Induction Checklist for Crew/Trainees
LOP	FO20 Wallis Lake
LOP	FO30 Cape Hawke

MRNSW SMS SECTION 4.
ORGANISATIONAL CHART



MRNSW SMS SECTION 5.
VESSEL INDUCTIONS AND EMERGENCY PREPAREDNESS

INDUCTIONS:

All crew are required to complete a vessel induction prior to operating a Marine Rescue Vessel.

- Initial Induction form to be complete by all crew.
- Completed induction form is to be kept accessible on otter or additionally with unit allocated location.
- Induction form is not transferrable between vessels.
- The complete induction forms can be kept on the vessel and at the unit base.

Survivor/Special persons induction by crew shall include:

- Crew introduction.
- Lifejacket donning instructions.
- Conditions to be expected at sea.
- Vessel access and no access areas.
- Seating positions and grab-holds.
- Position/location of emergency equipment on board.

Safety procedures reference specific to vessel/craft:

- All generic LOP information and the emergency procedures flip chart.
- Refer to Vessel operations manual.

EMERGENCY PREPAREDNESS TRAINING

- In addition to initial inductions and safety training there shall be ongoing individual and team emergency preparedness training.
- Frequency for completing drills by all vessel crew members is a minimum of *twelve months*.
- Emergency preparedness training shall be recorded in the vessels log book and include; training undertaken, date, persons participating, nature and location of training.

Mandatory

Uniform and PPE is provided by MRNSW and members shall wear MRNSW designated uniform whilst on duty. (Refer to current uniform SOP).

Highlighted sections on the form is Mandatory for all crew induction.

All Masters and Crew must comply with current MRNSW SOP relating to the wearing of an Australian Standard Approved Type 1 PFD whilst engaged in training and operations.
A “grab” kit/bag may be kept by members and should include items required for the specific operation and task.

MARINE RESCUE FORSTER TUNCURRY
VESSEL INDUCTION CHECKLIST – CREW TRAINEE

Date Induction: ……

Vessel Type eg (Steber) …….. Call Sign: ……

To be completed by Rated Crew, Trainer, SME and Master of the MRNSW Vessel.

Member Name	MR Rating	Signature	Date

I certify that the above named crew member(s) have successfully completed the vessel induction.

Name: …… Date: ……

MR Rating: …… Signature: ……..

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Vessel Documentation	
Certificate of Survey (conditions)	
Vessel SMS (sighted and reviewed)	
Vessel information book	
Manuals (Raymarine / Seats / technology etc.)	
Vessel Log	
Care and maintenance guide	
Maintenance Log	

Safety Equipment	
Lifejackets – how to wear	
EPIRBs	
Fire Buckets	
Flares	
Fire Extinguishers	
Life Ring and Light	
AIS SARTs / PLBs	
AED / O2 Kit	
Grab Bag	
Bilge Pump (Manual)	
Pump	
Ladder storage / use	
Fenders	
Lines	
Other	
General Vessel Overview	
Hull	
Cofferdams	
Bungs	
Scuppers	
Internal Hull Maintenance	
Antifoul and Care	
Bilge Systems	
Sponsons and covers	
Seawater inlets	
Valves	
Water tight doors, hatches and bulkheads	
Hatches	
Bollards	
Bow Sprit operation	
Securing Points	
Anchor well	
Anchor storage	
Anchor winch use	
Devils Claw (anchor security underway)	
Ladder storage / use	

Aft Deck	
Clearing Ports	
Flooring (Cleaning etc.)	
Access Doors	
Inspection Ports	
Storage locations	
Refuelling	
Foredeck	
Hatches	
Bollards	
Bow Sprit operation	
Securing points	
Anchor well	
Anchor storage	
Anchor winch use	
Devils Claw (anchor security underway)	
Superstructure and Cabin	
Livery	
Windows	
Access doors/hatches and operation	
Ventilation	
Forepeak (bunks / storage / access hatches	
Head (operation / maintenance	
Handrails / Grab Rails	
Seat Operation	
Roof access	
Mast Operation	
Clears	
Wrap/Livery Maintenance	
Electrical Operation	
Electrical / Batteries	
Charging System	
Voltage Check	
Battery check	
Battery switches	
Switch Panels	
Digital Switching (Panel)	
Breakers	
Communications	
Radio Check VHF / DCN /	
27Mhz	
PMI Test to be conducted by Karera	
Mobile Phone	
Satellite Phone (if installed)	
Loudhailer	

Horn	
Other:	
Lights	
Internal Lights	
External Lights	
Electronics	
Digital Switching (MFD)	
RADAR	
FLIR	
RDF	
AIS	
Cameras (incl. retrieving recordings)	
Alarms	
Lights (switching	
Fans	
Compass	
Engine Gauges	
Fuel Gauges	
Control Systems / Engines	
Main engine start	
Throttle	
Trim/Tilt	
Steerage	
Tell tales / overboard discharges exhaust	
Service Scheduling	
Vessel Handling	
General handling characteristics overview	
Trailer launch and retrieval	
Trim systems (Trim tabs, engine trim)	
Gear / Throttle control	
Manoeuvring	
Fuel burn rates	
Wash / wake awareness	
Davit	
Berthing / mooring	
Grounding / foundering / collision / capsize / fire / MOB	

Office use only	
Copy provided to RTM	
RTM saves copy on OTTER	
Copy for Unit Commander	
- Unit File	

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MARINE RESCUE FORSTER TUNCURRY
VESSEL INDUCTION CHECKLIST FOR SURVIVORS/PASSENGERS

Name: ..... **Date:** .....

Induction Carried Out By: ..... **Signed:** .....

Instructions:
From a safety point of view, when considering a marine workplace as opposed to a shore-based workplace doing similar processes, the marine workplace is considered much more dangerous. There are several reasons:

A. The vessel is a moving platform.
It is liable to pitch and roll at sea and working can be made difficult and dangerous because you are not able to predict the motion. Helmsman always to give appropriate warning of large or sudden changes to course/speed and emergency manoeuvres.

Secure handhold for possible wave impact and changes of course and speed. 3 Point Contact all times.	
Conditions to be expected.	
No loose equipment or personal effects.	
Wear lifejackets (Instructions for use and location of spares).	

B. Medical help is not usually close at hand.
On shore an ambulance is just a phone call away. Not so at sea! Medical advice is available via radio or phone,

Location of First Aid kit.	
Location Defibrillator and O2 Cylinder.	
MRNSW is a drug and alcohol-free environment.	
No Smoking Onboard Vessel.	

C. Emergencies.
In case of an Emergency, ie. Fire, Flood, Collision etc.

If an emergency occurs, follow the instructions of the Master and Crew.	
Location Life Raft, (Instructions for use) and Emergency Muster Station.	
Abandon Ship Routine.	
Location Safety grab bag, flares, V sheet etc.	
EPIRB (Personal EPIRB instructions for use).	

D. You are at the mercy of the environment – Personal Safety Clothing and Equipment.
The WH&S laws require that you use safety and protective clothing and equipment provided.

Follow all safety precautions.	
Wear safety gear ie. Life Jacket and protective clothing.	
If the right safety and protective clothing is not available, then ask for it.	

E. Facilities onboard.

Toilet.	
Seating in Cabin and Grab Holds	
Movement on After Deck.	

Signature of Guest: ..... **Date:** .....

MRNSW SMS SECTION 6.
OPERATIONAL PROCEDURES

Vessel Activation

Refer to MRNSW SOP's as noted in ***Section 3. Key References*** which are available to all MRNSW members via the Otter internet access. For incident response refer to SOP OP 06. A copy must be accessible electronically or can be kept on the vessel.

Operational Procedures

At all times the vessel must be operated in a safe manner with consideration to the vessel and crew limitations.

For general vessel operation, the Master is required to follow the operational procedures outlined in this SMS, MRNSW SOPs and unit LOP's.

Refer to the 'Vessel Information Book' provided with the vessel. A copy of which shall be kept on board.

Crew Briefing

Before any operation or tasking the Master will brief the crew to give details of the voyage and conduct an Operational Risk Assessment (ORA). The Master will check that all crew are familiar with the operation of the vessel, understand their role, crew drill competencies are current and are not under the influence of non-prescribed drugs or alcohol.

Briefings

If non-Marine Rescue personnel are on board they must receive a briefing. This will cover the introduction of crew members, location of safety equipment, what to do in an emergency, where to sit and how to move around the vessel safely and other relevant information.

Special Personnel

Non-members taken on board must meet the definition of 'Special Personnel' in the National Standards for Commercial Vessels, Part B, Dictionary section*:*

'Special Personnel, for a vessel, means a person who is:
(a) all of the following: (i) not the master, a pilot or a member of the crew; (ii) not a passenger of the vessel; (iii) on the vessel to perform or assist the performance of the special work being carried out on board the vessel; or
(b) an observer, trainee, person being coached or a coach; or
(c) employed by or a volunteer for an emergency services organisation.'

There are two key differences between Special Personnel, who we can take on board, and passengers, who we cannot take on board. First, Special Personnel are on the vessel for one of the reasons listed above, performing a function related to our mission, observing our mission for

a reason relating to recruitment or fundraising, training, or as a member of a partner agency. Second, Special Personnel receive a more thorough briefing and are expected to have some ability to assist themselves if the vessel experiences an emergency situation, where a passenger receives a basic briefing and is wholly reliant on the crew for safety in an emergency.

Vessels used for this purpose must also be approved on their Certificate of Survey to carry Special Personnel.

At any time when Special Personnel are carried, the following conditions must be met to ensure the safety of all on board:

- The ZDOM must give approval in advance.
- The trip may take place in enclosed waters and in safe conditions only.
- The trip must be covered by a risk assessment, including the method by which non-members board and disembark the vessel.
- The master of the vessel must brief the crew prior to taking non-members on board to ensure all crew members are clear on their roles and any measures that must be taken to ensure the safety of non-members.
- The survey capacity of the vessel must not be exceeded.
- Minimum crew must be met, and enough rated crew carried to ensure the safety and supervision of all non-members on board.
- All non-members will be directly assisted in boarding and disembarking the vessel in a safe manner.
- Lifejackets must be worn by all persons, and non-members must be assisted by rated crew in donning lifejackets to ensure they are fitted correctly.
- All persons on board must receive a detailed safety briefing covering how to remain safe on the vessel, locations of key features and safety equipment, and what to do in an emergency.
- All non-members will be directly observed at all times while on board by rated crew.
- No pre-designated fee may be charged for the trip (though donations may be accepted).

Unit Vessel LOP's

Each MRNSW Unit is required to develop their own LOP's for key operations on board their vessel while operating within their region. These LOP's take into consideration the competence of the Masters and crew, the route and operation of the vessel, the vessel's machinery and equipment and the vessel type. Unit LOP's include but are not limited to,

- Anchoring.
- Bar Crossing.
- Survivor/Passenger Management.
- Refuelling.
- Maintenance Checks.
- Vessel Berthing/Un-berthing.
- Vessel Start-up/Shut down procedure.
- Other local operations.
- Fundraising.
- Key local knowledge information.

MRNSW SMS SECTION 7.
ENVIRONMENTAL PROCEDURES

In each of the headings the unit procedures shall be added where applicable.

Regulations:
All garbage and waste must be disposed of in accordance with MARPOL regulations.

Sewerage disposal:
Sewerage is to be disposal is to be recorded in the vessel log book in accordance with current Maritime regulations.

Unit procedure: FT03-006 Vessel Sewerage Disposal

Disposal of garbage:
All on board garbage is to be disposed of in any approved receptacle on shore.

Unit procedure: FT03-007 Vessel Garbage Disposal

Disposal of waste oil:
Waste oil is to be stored in an approved container and disposed of at a waste oil disposal outlet and recorded as per Maritime regulations.

Unit procedure: FT03-008 Vessel Disposal Waste Oil

Pumping bilges:
Pumping of bilges is to be in accordance with current Maritime regulations. (See MARPOL standards link above.)

Unit procedure: FT03-009 Vessel Pumping Bilges

Refuelling:
Refuelling may occur from any shore-based fuel provider, approved road tanker or an approved fuel container refer MRNSW SOP OP 37 and unit LOP's for refuelling information.
Any MRNSW member involved in fuelling operations must complete vessel inductions and learning guides on safe refuelling processes.

Unit procedure: LOP FO20 and LOP FO30

Bio-hazard waste:
Any bio-hazard waste must be contained and disposed of at the correct facility. Any areas on the vessel which have been contaminated must be cleaned and disinfected. All sanitizing equipment must be disposed of correctly.

Unit procedure: FT03-010 Vessel Disposal Bio-Hazard Waste

MRNSW SMS SECTION 8.
EMERGENCY READINESS

In alignment with MRNSW SOPs, Unit LOPs, AMSA regulations and Marine orders, reporting mechanisms shall be utilised.

All crew must be competent in vessel operations and emergency preparedness. .

Crew members are responsible for maintaining Emergency preparedness currency.

During an emergency crew must follow procedures and direction from the Master, raise the alarm and open communications with the relevant authorities.

Emergency procedures are located in:

SMS LEVEL 3. EMERGENCY PROCEDURES FLIP CHART

- **FIRE**
- **COLLISION**
- **GROUNDING**
- **PERSON OVERBOARD**
- **FLOOD**
- **ABANDON SHIP**
- **POLLUTION**
- **INJURY/MEDICAL EMERGENCY**
- **MASTER INCAPACITATED**
- **LOSS OF STEERING**
- **ADVERSE WEATHER**
- **INCIDENT REPORTING**
- **BAR CROSSING *(if applicable in the unit location)***

MRNSW SMS SECTION 9.
PLANNED MAINTENANCE AND REPAIRS

Overview

It is expected that all MRNSW vessels are to be kept clean and free of excess salt, dirt and dust to a high standard. All equipment must be kept stored correctly, securely and within currency date.

Maintenance shall be performed in alignment with manufacturers/suppliers' recommendations and recorded in the vessel Engineering/Maintenance log book.

Any repairs conducted must not affect the structural integrity of the vessel or affect the vessel survey limitations including surveyed stability calculations.

Repairs/modifications must be approved by the MRNSW Fleet department prior to action.

Major repairs may include but are not limited to the following:

- Hull repairs.
- Propeller changes.
- Electronic equipment updates, changes and additions.
- Structural changes.
- Engine changes.

Specific maintenance checks

As per MRNSW SOP OP 03, Vessel Operations book, vessel information book and manufacturers recommendations.

Cyclic/hourly maintenance

- Servicing to be conducted by approved contractors only.
    - Aligned with supplier service agreements and warranties.
- Mandatory equipment with expiry dates.
- Recorded in an Engineering/maintenance log book.

Non-cyclic maintenance and repairs

Entered into vessel engineering/maintenance log book recording the date observed, description, who performed the maintenance/repair, date complete and signed off.

Maintenance and repair documentation

- All maintenance shall be recorded in the vessel engineering/maintenance logbook.
- Structural or electrical repairs are to be authorised by the MRNSW Fleet department and recorded.
- Any repairs completed by a supplier/contractor shall be accompanied by a written report/invoice stating the works conducted and complete.
- Any major structural repairs are required to include a "Sea Trial" which shall be documented in the Vessel Log/Engineering Log.

- All major repairs/costs required are to be recorded by the Master and immediately reported to the Unit Commander, Zone Duty Manager and Fleet Department HQ MRNSW for possible approval and reference information.
- Warranties and reports from repairs are to be kept with the unit and copies sent to MRNSW Fleet department. E: Fleet@mrnsw.com.au.
- Insurance claims: fleetinsurance@mrnsw.com.au.

MRNSW SMS SECTION 10.
VESSEL AUDITS AND MANAGEMENT

Overview

All masters and crew will be required to attend a formal mandatory Vessel/SMS induction conducted by the MRNSW Authorised Representative. This induction will include a detailed SMS briefing and participation in all emergency drills to be aligned with the emergency procedures listed in Section 8 within this SMS.

No master or crew will be considered "vessel-accredited" by the Zone Duty Manager, Zone Training Manager or the Unit Commander until they have conducted SMS/Vessel induction training.

Operational Readiness Inspection (ORI) and In Water Survey Declaration (IWSD)

Standard Operating Procedure (SOP OP31) outlines the MRNSW Operational Readiness Inspection (ORI) process. In Water Surveys are conducted in accordance with the Vessel Survey Certificates.

Spot Audits of member currency may be conducted by Marine Rescue Management and on occasion AMSA representatives may conduct inspections with prior arrangements made.

SMS

As the well as the LEVEL 3 SMS being kept on board the vessel,the vessel SMS, emergency flip chart, log book and ship survey certificates will be required on-board the vessel at all times.

The SMS is kept on OTTER for all members to access. File location for all SMS documents is as follows:

- *OTTER – FILES – SAFETY MANAGEMENT SYSTEM.*
- *OTTER/UNIT FILES/UNIT NAME/VESSELS/FLEET/*

The Zone Duty Manager shall approve the SMS before uploaded to OTTER.

SMS UPDATES AND REVIEWS:

Any changes to this document at the unit level need to be reported to the Zone Duty Manager who will then notify Fleet HQ. The Zone Commander along with the Authorised Vessel Representative will be responsible for conducting an annual review of this SMS in consultation with the vessel masters and crew.

- The SMS shall be reviewed and updated annually.
- Any Unit additions must be approved by the Zone Duty Operations Manager
- All updates shall be numbered clearly to state which version and date they refer to.

MRNSW SMS SECTION 11.
ANNEXURES

Documents applicable to this SMS

Document	Location
AMSA Survey Certificate CoS	Unit Base, Vessel and OTTER/FILES/Certificates/VESSEL SURVEY/REGION
AMSA Certificate of Operation	OTTER/Files/Certificates
SMS LEVEL 1	OTTER/FILES/SAFETY MANAGEMENT SYSTEM/1 LEVEL 1 AND TEMPLATES
SMS LEVEL 2	OTTER/FILES/SAFETY MANAGEMENT SYSTEM/UNIT NAME
SMS LEVEL 3	OTTER/FILES/SAFETY MANAGEMENT SYSTEM/UNIT NAME/VESSEL NAME
Vessel Log Book	Vessel
Engineering/Maintenance Log Book	Vessel
Risk assessments	Unit base
Vessel Technical data	Unit Base and Vessel
MRNSW ORA	OTTER and unit base
Drills Record	OTTER and Unit Crew Files
MRNSW OP SOP's	OTTER
Unit LOP's	Unit Base

MRNSW SMS SECTION 12.
ABBREVIATIONS USED WITHIN THIS SMS

ABBREVIATION	DEFINITION
AMSA	Australian Maritime Safety Authority
AVR	Authorised Vessel Representative
CoC	Certificate of Operation
CoS	Certificate of Survey
DPA	Designated Person Ashore
DUC	Deputy Unit Commander
EX24	Emergency Services Vessel Exemption
LOP	Local Operating Procedure
MAC	Marine Area Command
MARPOL	Marine Pollution - İnternational Convention for the Prevention of Pollution from Ships.
MRB	Marine Radio Base
MRC	Marine Rescue Crew
MRCXR	Marine Rescue Coxswain Restricted
MRM	Marine Rescue Master
MRNSW	Marine Rescue New South Wales
MRU	Marine Rescue Unit
NSCV	National Standard for Commercial Vessels
ORA	Operational Risk Assessment
RMS	Roads and Maritime Services (NSW)
RWC	Rescue Water Craft
SAR	Search and Rescue
SMS	Safety Management System
SOP	Standard Operating Procedure
TO	Training Officer
TSO	Training Systems Officer
UC	Unit Commander
ZC	Zone Commander
ZDOM	Zone Duty Operations Manager
ZTM	Zone Training Manager

MRNSW SMS –
SECTION 13 CREW DRILLS RECORDS

Overview

All inductions are captured as part of the training programme and recorded as part of crew competency.

Crew Competencies are kept up to date with the Marine Rescue Unit as well as on OTTER.

To be considered competent and current all vessel crew and trainees must complete drills on each MR Vessel category at least annually between January 1 & August 31. After a drill is conducted on the vessel, the vessel Master must sign and date the drill as evidence, with a corresponding reference in the vessel log. Upon completion of all drills the member should present the form to an authorised unit member who will scan and save the completed form onto the member's Otter profile.

An automatic 31/8 expiry date in the following year will be set. ZDOMs will work with UC/DUCs to ensure operational capability of MRUs for Vessel Operations.

When conducted the activity is to be recorded in the vessels log:

- Date conducted
- Vessel
- Names of attendees, and
- Drills conducted.

Marine Drills Record

Member Name:		Member Signature:	
Unit:		Vessel ID:	
Vessel Category (Circle Below):			
1. Outboard	2. Inboard	3. Multi-Purpose Vessel	
4. RWC	5. Tiller Steering	6. Other	

Instruction: Refer to the vessel's Safety Management System (SMS) and follow the Emergency Procedures Flipchart for Drills A – L. Drills M – N to MRNSW standards.	VM Name / Signature (Sign below)	Date Completed (Write below)
A. Fire and Smoke		
B. Collision		
C. Grounding		
D. Person Overboard		
E. Flood		
F. Abandon Ship – Life Raft (if applicable)		
G. Pollution		
H. Injury / Medical Emergency		
I. Master Incapacitated		
J. Loss of Steering		
K. Adverse Weather		
L. Incident Reporting		
M. CPR Skills Refresher (inc. Oxygen and AED)		
N. 200m RWC Proficiency Swim (Target ≤ 5min)		

Information: All vessel crew and trainees must complete drills on each MR Vessel category at their unit at least annually between January 1 & August 31. After a drill is conducted on the vessel, the vessel Master must sign and date the drill as evidence, with a corresponding reference in the vessel log. Upon completion of all drills the member should present the form to an authorised unit member who will scan and save the completed form onto the member's Otter profile. An automatic 31/8 expiry date in the following year will be set. ZDOMs will work with UC/DUCs to ensure operational capability of MRUs for Vessel Operations. Manager Capability will conduct quality assurance audits on Marine Drills completion.

Admin Use Only:	
Authorised person name:	Authorised person signature:

MRNSW Marine Drills Record V6 2023

UNIT MEMBER ACKNOWLEDGEMENT PAGE/S

This page is an acknowledgement that the people who have signed below have read and understand the content of the safety management system SMS applied to MRNSW and vessels.

By signing this page, I acknowledge that I have been inducted into, read and understand this Safety Management System as developed for Marine Rescue NSW.

Marine Rescue Unit:

FULL NAME	SIGNED	DATE