MARINE RESCUE NSW

SAFETY MANAGEMENT SYSTEM (SMS)

VESSEL CALL SIGN:	**FORSTER 20**	AREA OF OPERATION:	**Lower Mid North Coast**
VESSEL TYPE:	**Monohull**	UVI:	**45569**
ADDRESS OF BERTH:	**Dolphin Drive Forster**		

UNIT MANAGEMENT			
POSITION	*NAME*	*EMAIL*	*PHONE*
Zone Duty Operations Manager/DPA	Rodney Page	Rodney.page@marinerescuensw.com.au	0429512268
Unit Commander	Geoffrey Anderson	uc.forstertuncurry@mrnsw.com.au	0438667585
Dep. Unit Commander	Dennis Travis	duc.forstertuncurry@mrnsw.com.au	0408722304

WALLIS LAKE

MINIMUM QUANTITY CREW ENCLOSED	2	MINIMUM CREW QUANTITY OFFSHORE	3
		OPERATING LIMIT	7nm

OPERATIONAL QUALIFICATION	Master Qualification	Minimum Crew Requirement
Enclosed	Coxswain (Restricted)	1 Crew
Offshore – greater than 3nm	Coxswain	2 Crew
Offshore – less than 3nm	Coxswain (Restricted)	
Max POB 2D survey	Max POB 2C Survey	**4**

KEY PERSONNEL	*NAME*	*EMAIL*	*PHONE*
Authorised Vessel Representative	*Bryce Nicholls*	*Bryce.nicholls01@gmail.com*	*0401179840*

AMSA Issued Certificate of Survey#: COS-93405-004
Exp: 18.10.2028

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	Type of vessel	Unique vessel identifier	Certificate number
FO 20	Power Monohull - Other	455690	COS-93405-005
Measured length (m)	**Measured breadth (m)**	**Measured depth (m)**	**Gross tonnage** (if applicable)
6.57	2.40	0.450	
Engine make/type	**Engine power (kW)**	**Hull material**	**Survey frequency**
	86	Aluminium	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 ACT 2601
p 1800 627 484
w www.amsa.gov.au

Issued: 20 October 2023

Certificate Number: COS-93405-005

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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: GES2010/02

Certificate Number: COS-93405-005

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NOTICE TO 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 *Forster 20)* have a working understanding of related risk management and reporting, documentation procedures, vessel operations and are obliged to follow current MRNSW Operational SOPs, State Rescue Board Policy, Australian Maritime Safety Authority (AMSA) and Maritime National Law requirements.

Distribution of Vessel SMS

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

SMS Accessibility

LEVEL 1 State Headquarters
- Available online on MRNSW OTTER/PUBLIC FILES/SAFETY MANAGEMENT SYSTEM

Unit LEVEL 2 SMS
- Available online on MRNSW OTTER/PUBLIC FILES/SAFETY MANAGEMENT SYSTEM/UNIT
- Printed version kept at unit bases accessible for crew.
- On MRB/SARCC operational computers.

Vessel LEVEL 3 SMS
- AVAILABLE online on MRNSW OTTER/PUBLIC FILES/SAFETY MANAGEMENT SYSTEM/UNIT/VESSEL
- A copy of the most up-to-date signed Level 3 SMS shall be available on-board the vessel.
- On MRB/SARCC operational computers.

SMS shall be reviewed annually.

Document Control

Document Versions and Updates must be listed below (this table is updated by SMS review committee upon HQ's annual review).

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

RESPONSIBILITIES

Designated Person Ashore (DPA)

The DPA is the Zone Duty Operations Manager in cases of emergency.

The Designated Person is responsible for:
- Being available for crew to contact.
- Direct reporting to the Zone Commander.
- Liaises with the Unit Commander and AVR when appropriate.
- Reviewing Safety Management systems.
- Ensuring the crew have access to and understand the current SMS.
- Assisting in reporting of incidents.
- Having a working knowledge of:
  - MRNSW SOPs.
  - MRNSW unit LOPs.
  - Maritime National Law.
  - Available support services.

"Authorised Vessel Representative"

The term "Authorised vessel representative" (AVR) or "vessel custodian" relates to the person responsible for maintaining the vessel on a day to day basis whether it be for training or operational requirements. Essentially the point of contact for the vessel at the unit.

The AVR is responsible for ensuring:
- The vessel is operationally ready for the task allocated.
- Safety equipment is kept on board and in date.
- Planned maintenance is kept up to date.
- Any defects are repaired.
- Understanding the local area of operation, waterways, inlets, bar crossings.

SECTION	SMS Contents
1.	**GENERAL**
2.	**INDUCTIONS, AND EMERGENCY PREPAREDNESS.**
3.	**VESSEL SPECIFIC OPERATING PROCEDURES**
4.	**ANNEXURES**
5.	**CREW INDUCTION AND DRILL MATRIX**
6.	**EMERGENCY PROCEDURES FLIP CHART**

MRNSW SMS
SECTION 1 – GENERAL PARTICULARS AND CREW

MRNSW Unit Details:

Unit Name:	Forster Tuncurry
Region:	Lower Mid North Coast
Unit address:	Dolphin Drive Forster

Vessel Information:

Its primary function is **SAR**

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
Vessel Type	Monohull

Length Overall	6.57m
Length Surveyed	6.57m
Beam	2.40m
Draft	0.45m
Light Displacement (tonne)	
Hull Material	Aluminum

Engine/s (kW Rating)	2x115hp
Brand	Suzuki
Propulsion type and size	Outboard
Engine 1 Serial Number	111503Z-810019
Engine 2 Serial number	111503F-812201
Auxiliary Engines	NA
Fuel Type	Petrol
Fuel Capacity	1 x 200 & 1 x 100 litres

EPIRB details and battery expiry	3EEC910B0C FFBFF Oct 2029
MMSI	503075060

Key unit personnel that are involved in supporting the safe operation of the vessel as listed in LEVEL 2 SMS at MRNSW unit base:

Approved Vessel Operators

The following listed certified personnel have been approved to master and crew the vessel *Forster 30 Cape Hawke* 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.

Approved vessel crew:

NAME	MRNSW Ratings	MRNSW Certificate Number/s	Contact number
Master/Coxswain			
R Mazurek	Master	CERT00946	0419 993 958
G Anderson	Coxswain	MR5623	0413 980 091
P Jelfs	Coxswain	MR5150	0439 471 356
R Lund	Coxswain	MR5895	0408 961 619
P Mouwen	Coxswain	MR4059	0414 463 069
P Nash	Coxswain	MR1571	0491 163 049
R Neal	Coxswain	MR5149	0412 333 527
B Nicholls	Coxswain	MR4060	0401 179 840
Coxswain (Restricted)			
B Findlay	Coxswain (restricted)	PT071	0413 614 285
K Kent	Coxswain (restricted)	MR4318	0412 294 056
G Rudd	Coxswain (restricted)	MR2989	0414 572 606
R Wakeling	Coxswain (restricted)	MR4717	0417 081 412
Crew			
G Bailey	MRC	MR5562	0425 275 292
M Breen	MRC	MR4716	0466 721 939
C Giampietro	MRC	MR5560	0419 449 420
T Colpus	MRC	--	0416 172 257
J Holley	MRC	MR5741	0447 424 257
J Lenaine-Smith	MRC	MR5881	0418 827 086
D Nash	MRC	--	0402 203 602
B Parry	MRC	MR4719	0429 336 197
A Pettiet	MRC	MR5374	0466 336 463

MRNSW SMS
SECTION 2 - 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 completed by all crew.
- Completed induction form is to be kept accessible on otter or additionally on vessels.
- Induction form is not transferable between vessels.
- Refer SECTION 5. Crew induction list.
- The complete induction forms can be kept on the vessel and at the unit base.

Survivor/passenger 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 the Vessel operations manual.
- Operational Risk Assessment (ORA)

EMERGENCY PREPAREDNESS TRAINING (Refer Section 5)

- 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 _twelve months_.
- Emergency preparedness training shall be recorded in the vessel's 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.

All Masters and Crew must comply with current MRNSW Policy and procedures relating to the wearing of an Australian Standard MRNSW Approved PFD whilst engaged in training and operations.

Vessel Activation

Refer to MRNSW SOP's as noted in SMS LEVEL 2 – UNIT *Section 3. Key References* which are available to all MRNSW members via the Otter internet access. For incident response refer to current SOP 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 LOPs.

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 task 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.

Survivor Briefing

If survivors 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.

Special person/s definition

In order to have personnel on board the vessel who are not part of regular crew, that person/s must have an induction briefing into the vessel and shall be counted as "Special Personnel" and shall sign into the vessel logbook. No passage fee shall be accepted for service.

Vessel LOP's

MRNSW Unit may have developed their own LOPs for key operations on board the vessel while operating within their region. These LOPs take into consideration the ability of the Masters and crew, the route and operation of the vessel, the vessel's machinery and equipment and the vessel type, unit LOPs include but are not limited to;

- Anchoring.
- Towing.
- Bar Crossing.
- Fatigue.
- Survivor/Passenger Management.

- Refuelling.
- Maintenance Checks.
- Vessel Berthing/Unberthing.
- Vessel Start-up/Shut down procedure.
- Other local operations.
- Specific vessel operations.
- Key local knowledge information.
- Bilge Manifold systems.
- Fire protection systems.
- Auxiliary equipment safe use and maintenance.

Information particular to this vessel shall be kept in the vessel operations book.

MRNSW SMS SECTION 4 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
Mandatory compliance certificates	
SMS LEVEL 1	OTTER/FILES/SAFETY MANAGEMENT SYSTEM/1 LEVEL 1 AND TEMPLATES
SMS LEVEL 2	OTTER/FILES/SAFETY MANAGEMENT SYSTEM/FORSTER TUNCURRY
SMS LEVEL 3	OTTER/FILES/SAFETY MANAGEMENT SYSTEM/FORSTER TUNCURRY/FORSTER 30
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 – Filed against member profile
MRNSW OP SOPs	OTTER
Unit LOPs	OTTER and unit base

Unit amendments to this SMS Approved by the DPA

Date	Section	Page	Authorised Person
20 Aug 23	All	All	Bryce Nicholls
3 Jul 24		2, 3, 8, 10, 14 & 29	Bryce Nicholls
15 Nov 24	All	All	Bryce Nicholls

> **MRNSW SMS**
> **SECTION 5 CREW DRILLS RECORDS**

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 crew members shall complete all drills every twelve months. Mandatory Drill Currency Matrix is to be kept on file with the unit and accessible via OTTER and crew records.

Drills conducted shall also be recorded in the Vessel Log book

UNIT MEMBER ACKNOWLEDGEMENT PAGE/S

This page is an acknowledgement that the people who have signed below have read and understood 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 understood this Safety Management System as developed for Marine Rescue NSW.

Marine Rescue Unit: Forster Tuncurry

ENTRIES FOR SMS FO20 REV 6 SIGN OFF

Search Entries: [_____] **SEARCH**

Displaying 1 - 20 of 21 1 2 »

NAME	FIRST	LAST	DATE	HAVE YOU READ LVL 3 SMS FO20 REV 6?	YES
Peter Jelfs	Peter	Jelfs	09/01/2025	• Yes	Yes
Ray Wakeling	Ray	Wakeling	06/01/2025	• Yes	Yes
Peter Nash	Peter	Nash	04/01/2025	• Yes	Yes
Kathryn Kent	Kathryn	Kent	05/01/2025	• Yes	Yes
Richard Neal	Richard	Neal	05/01/2025	• Yes	Yes
jeffrey Lemaine-Smith	jeffrey	Lemaine-Smith	03/01/2025	• Yes	Yes
Mark Breen	Mark	Breen	03/01/2025	• Yes	Yes
Graeme Rudd	Graeme	Rudd	02/01/2025	• Yes	Yes
Ray Mazurek	Ray	Mazurek	01/01/2025	• Yes	Yes
Adam Pettett	Adam	Pettett	27/12/2024	• Yes	Yes
Jeffrey Lemaine-Smith	Jeffrey	Lemaine-Smith	26/12/2024	• Yes	Yes
Bruce Findlay	Bruce	Findlay	25/12/2024	• Yes	Yes
Robert Parry	Robert	Parry	22/12/2024	• Yes	Yes
Petrus Mouwen	Petrus	Mouwen	22/12/2024	• Yes	Yes
Carl Giampietro	Carl	Giampietro	22/12/2024	• Yes	Yes
Tony Colpus	Tony	Colpus	22/12/2024	• Yes	Yes
Ross Lund	Ross	Lund	22/12/2024	• Yes	Yes
Gary Bailey	Gary	Bailey	22/12/2024	• Yes	Yes
Dave Nash	Dave	Nash	22/12/2024	• Yes	Yes
Geoff Anderson	Geoff	Anderson	20/12/2024	• Yes	Yes

EMERGENCY PROCEDURES FLIP CHARTS

DPA: Rodney Page
Contact number: 0429512268
Vessel Call sign: Forster 20

FIRE ENGINE ROOM BLACK SMOKE

MASTER	NOMINATED CREW	ALL CREW

• Slow down or Stop.
• Assess the situation.
• Consider other hazards.
• Call PAN PAN and advise Lat and Long.
• Coordinate all operations.
• Inform and reassure crew/passengers.
• As required:
  o Beach vessel
  o Switch OFF engines..
  o Activate EPIRB/DSC.
  o Abandon Ship.
	• In charge at the fire scene.
	• Gather extinguishers and Fire Blanket.
	• Fight fire
		• Assist with communications.
		• Follow direction from Master and LC.
		• Fight fire only if:
		  o The Master or LC says "fight the fire".
		  o Do not put yourself in danger.
		• Conduct a head count and Report to Master.
		• Direct all to muster stations as req'd.
		• Remove First Aid Kit and Water to Safe Area.

Immediate assistance: Local VMR (VHF 16) Emergency services (000)		Note: If Possible: • Keep MR Tower advised of situation. • Record Actions.

FIRE CABIN

MASTER	NOMINATED CREW	ALL CREW

• Slow down or Stop.
• Assess the situation.
• Consider other hazards.
• Call PAN PAN and advise Lat and Long.
• Coordinate all operations.
• Inform and reassure crew/passengers.
• As required:
   o Switch OFF all electrical circuits.
   o Activate EPIRB/DSC.
   o Launch Life Raft.
   o Abandon Ship.
	• In charge at the fire scene.
	• Gather extinguishers and Fire Blanket.
	• Assess nature of fire and location.
	• If Electrical fire deploy Powder extinguisher.
		• Assist with communications.
		• Follow direction from Master and LC.
		• Fight fire only if:
		   o The Master or LC says "fight the fire".
		   o Do not put yourself in danger.
		• Conduct a head count and Report to Master.
		• Direct all to muster stations as req'd.
		• Remove First Aid Kit and Water to Safe Area.

Immediate assistance: Local VMR (VHF 16) Emergency services (000)		Note: If Possible: • Keep MR Tower advised of situation. • Record Actions.

COLLISION

MASTER	NOMINATED CREW	ALL CREW

• Slow down or Stop.
• Assess the situation.
• Consider other hazards.
• Call PAN PAN and advise Lat and Long.
• Coordinate all operations.
• Check Welfare and reassure crew/passengers.
• As required:
  o Activate EPIRB/DSC.
  o Pump Bilges.
  o Beach vessel
  o Abandon Ship.
	• In charge at the scene.
	• Assess damage all compartments and risk to vessel.
	• Communicate with the Master and crew.
	• Prepare equipment.
	• Isolate/plug/contain hazard.
	• Record external parties' details.
		• Assist with communications.
		• Follow direction from Master and LC.
		• Conduct a head count and Report to Master.
		• Direct all to muster stations as req'd.
		• Remove First Aid Kit and Water to Safe Area.

Immediate assistance: **Local VMR (VHF 16)** **Emergency services (000)**		Note: If Possible: • Keep MR Tower advised of situation. • Record Actions.

GROUNDING

MASTER	NOMINATED CREW	ALL CREW

• Slow down or Stop.
• Assess the situation.
• Consider other hazards.
• Call PAN PAN and advise Lat and Long.
• Coordinate all operations.
• Check Welfare and reassure crew/passengers.
• As required:
  ○ Activate EPIRB/DSC.
  ○ Pump Bilges.
  ○ Beach vessel.
  ○ Abandon Ship.
	• In charge at the scene.
	• Assess damage all compartments and risk to vessel.
	• Communicate with the Master and crew.
	• Prepare equipment.
	• Isolate/plug/contain hazard.
	• Prepare equipment.
	• Record external parties' details.
		• Assist with communications.
		• Follow direction from Master and LC.
		• Conduct a head count and Report to Master.
		• Direct all to muster stations as req'd.
		• Remove First Aid Kit and Water to Safe Area.

Immediate assistance: Local VMR (VHF 16) Emergency services (000)		Note: If Possible: • Keep MR Tower advised of situation. • Record Actions.

PERSON OVERBOARD

MASTER	NOMINATED CREW	CREW
• Assess the situation. • Consider other hazards. • Control the incident. • Establish communications. • Contact authorities. • Request assistance. • Coordinate all operations. • Manoeuvre the vessel to recover the POB Starboard Side. • Activate EPIRB if required. • Complete incident reports.	• In charge at the scene. • Communicate with the Master and crew. • Isolate any hazards. • Prepare for MOB egress. • Prepare first aid emergency equipment as required. • Advise Master of Patient situation.	• Maintain visual reference of MOB. • Open Side Door. • Prepare and Assist with MOB recovery. • 2 crew lift of MOB, back to vessel. • Once onboard, apply first Aid. • Record incident.
Person on scene: Call "MAN OVERBOARD" until acknowledged. Maintain constant visual reference. Immediate assistance: Local VMR (VHF 16) Emergency services (000)		Note: If Possible: • Keep MR Tower advised of situation. • Record Actions.

FLOOD

MASTER	NOMINATED CREW	ALL CREW

• Slow down or Stop.
• Assess the situation.
• Consider other hazards.
• Call PAN PAN and advise Lat and Long. (If in imminent danger of sinking, elevate to MAYDAY)
• Coordinate all operations.
• Monitor vessel stability.
• Check Welfare and reassure crew/passengers.
• As required:
  o Activate EPIRB/DSC.
  o Pump Bilges.
  o Beach vessel..
  o Abandon Ship.
	• In charge at the scene.
	• Investigate and confirm flooding.
	• Activate bilge systems.
	• Control flood if feasible.
	• Isolate flood.
	• Monitor the situation.
		• Report to lead crew.
		• Assist in bilge operations.
		• Assist in flood isolation.
		• Remove First Aid Kit and Water to Safe Area.
		• Assist any passengers to muster stations.
		• Conduct a head count.
		• Report headcount to Master.
		• Abandon ship on Masters orders.

Immediate assistance:
Local VMR (VHF 16)
Emergency services (000)

Note:
If Possible:
• Keep MR Tower advised of situation.
• Record Actions.

ABANDON SHIP

MASTER	NOMINATED CREW	ALL CREW
• Assess the situation. • Establish communications. • Send distress signals. MAYDAY MAYDAY with Lat and Long. • Activate EPIRB/DSC. • Contact authorities. • Inform and reassure crew and any passengers. • Coordinate all operations. • Beach vessel. • Pass order of "ABANDON SHIP, ABANDON SHIP" when required.	• In charge at muster station. • Follow direction from Master. • Monitor the situation.	• Follow direction from Master. • Gather additional floatation devices. • Remove First Aid Kit and Water to Muster Area. • Assist any passengers to muster stations. • Conduct a headcount. • Report headcount to Master. • Abandon ship on Masters orders.
Radio call **"MAYDAY, MAYDAY, MAYDAY"** **Immediate assistance:** **Local VMR (VHF 16)** **Emergency services (000)**		Note: If Possible: • Keep MR Tower advised of situation. • Record Actions.

POLLUTION

MASTER	NOMINATED CREW	ALL CREW

• Assess the situation.
• Establish communications.
• Contact DPA and Regional Manager.
• Coordinate vessel operations.
• Record the incident as soon as practicable.
  – Record position.
  – Weather conditions.
  – Type of spill.
  – Approximate quantity.
• Complete incident reports.
	• In charge at the scene.
	• Maintain communication.
	• If able, contain/isolate spill.
	• Isolate and keep passengers/crew away from spill.
	• Be aware of gases and fumes.
	• Use PPE where available.
	• Make safe the area around the spill.
	• If available, deploy boom (on order from Master),
	• Utilise crew as required.
	• Record incident.
		• Report to lead crew at scene.
		• Maintain communications.
		• Follow direction of Master and lead crew.
		• Provide all support to the lead crew and any passengers.
		• Record incident.

DPA/ZDOM Contact: **USE PPE WHERE AVAILABLE.** **Immediate assistance:** **Local VMR (VHF 16)** **Emergency services (000)**	Note: If Possible: • Keep MR Tower advised of situation. • Record Actions.	

INJURY/MEDICAL EMERGENCY

MASTER	NOMINATED CREW	ALL CREW
• Assess the situation. • Advise MR Base. • Request Emergency services if required. • Coordinate vessel operations. • Maintain vessel safety. • Return to Base in a safe manner. • Record the incident as soon as practicable. • Complete incident reports.	• In charge at the scene. • Maintain communication. • Isolate hazards. • Coordinate crew activities. • Use PPE. • Make safe the area around the patient. • Record incident.	• Investigate situation • Use PPE • Prepare First Aid kit, Defibrillator and O2. • First-aid qualified staff to: D = assess danger R = check response S = send for help A = check airways B = check breathing C = begin CPR D = if required, defibrillate − If conscious and safe, treat specific injury and conduct secondary examination to check for further injuries − Inform Master of situation handover to shore authorities when they arrive. − Record what first-aid stores were used.

SCALE F KIT LOCATION:

DEFIB & O2 LOCATION:

Immediate assistance:
Local VMR (VHF 16)
Emergency services (000)

MASTER INCAPACITATED

MASTER	NOMINATED CREW	ALL CREW
• Raise the alarm.	• In charge at the scene. • Communicate with the Master and crew. • Take control of the vessel. • Control the incident. • Contact authorities. • Request assistance as req'd. • Manoeuvre vessel to safe haven. • Record the incident as soon as practicable.	• Apply first aid. • Follow direction from the LC. • Assist in vessel operations. • First-aid qualified staff to: D = assess danger R = check response S = send for help A = check airways B = check breathing C = begin CPR D = if required, defibrillate
Immediate assistance: Local VMR (VHF 16) Emergency services (000)		Note: If Possible: • Keep MR Tower advised of situation. • Record Actions.

LOSS OF STEERING

MASTER	NOMINATED CREW	ALL CREW

• Assess the situation.
• Advise MR Base.
• Request Assistance/Tow if required.
• Coordinate vessel operations.
• Fault find.
• Activate vessel emergency steerage system.
  o Main Motors.
  o Drogue.
• Return to safe haven.
• Maintain vessel safety.
	• In charge at the scene.
	• Communicate with the Master and crew.
	• Assist in fault finding.
	• Assist in vessel operations.
		• Maintain communications.
		• Follow direction from the LC.
		• Assist in vessel operations.
		• Maintain watch keeping duties.

Immediate assistance: **Local VMR (VHF 16)** **Emergency services (000)**		Note: • Keep MR Tower advised of situation. • Record Actions.

ADVERSE WEATHER

MASTER	NOMINATED CREW	ALL CREW
• Assess the situation. • Establish communications. • Maintain a weather watch. • Monitor vessel stability. • Activate additional watch personnel. • Contact authorities. • Request assistance if required. • Coordinate all operations. • Notify appropriate authorities. • Activate EPIRB if required. • Complete incident reports.	• Establish constant communications. • Coordinate crew activities. • Secure yourself and remain seated where possible • Secure loose equipment. • Monitor vessel activity and stability. • Emergency equipment on standby. • Monitor the situation. • Record incident.	• Maintain communication. • Secure yourself and any passengers. • Remain seated where possible. • Report to lead crew. • Assist in securing loose equipment. • Maintain a watch. • Prepare lifesaving equipment under direction of the Master and lead crew. • Record incident.

Immediate assistance:
Local VMR (VHF 16)
Emergency services (000)

INCIDENT REPORTING

MASTER	NOMINATED CREW	ALL CREW
For major/critical incident or incident reportable to AMSA. • To complete the report within 24 hours. • Submit to Regional Manager through UC. • Feedback provided within 48 hours. • Submitted to AMSA within 72 Hours. • Be available for an interview and after action review.	• Share incident notes. • Be available for an interview and after action review.	• Share incident notes. • Be available for an interview and after action review.

AUTHORISED REPRESENTATIVE:

DPA/ZDOM Contact:

Incident forms available on Otter. SOP OP 06.

INCIDENTS REPORTS SHALL BE DIRECTED TO THE VESSEL AUTHORISED REPRESENTATIVE AND ZONE DUTY OPERATIONS MANAGER.

Company contacts

Headquarters phone: 02 8071 4848
Owner: Marine Rescue NSW

Local Unit phone: 02 5556 1600

Emergencies: VHF 16
Emergency services: 000
Zone Duty Operations Manager: 0429 512 268

Water police:	**1800 622 727 (MACSAR)**
Marine authority	**NSW Maritime**
Incident Reporting:	**1800 622 727 (MACSAR)**
Marine pollution	**Maritime-**
emergency line:	**13 12 56**
EPA:	**131 555**

TYPE OF INCIDENT	AUTHORITY TO CONTACT
Fire/Smoke	Immediate assistance VHF CH 16
Collision/Grounding/Near misses	VHF CH 16
Passenger/Crew injury	Water Police 1800 MACSAR MRNSW: 1300 RESCUE
Flood/Abandon ship	Immediate assistance VHF CH 16
Oil or sewage spill	Emergency services 000 EPA NSW Maritime Water Police 1800 MACSAR
OTHER LOCAL EMERGENCY CONTACTS.	