

City of Darwin Cruises Pty Ltd

Safety Management System

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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

Date	Change made	Page reference	Name	Signature
02/11/2013	Updated procedures		Les Reif	
11/11/2016	Updated to AMSA 2013		Les Reif	
24/1/2018	Updated to current		Les Reif	
23/09/2020	Changes due to MO504 requirement 31 May 2020		Les Reif	

1. General

City of Darwin Cruises is a Darwin based cruise company operating on the sheltered waters on Darwin Harbour.

The company operates the vessels, "Kuru, Cherry Pie" which are sailing catamarans.

"Kuru, Cherry Pie" berthed in Cullen Bay Marina, a locked and sheltered waters.

The company office is located at 10 Chin St Millner Darwin.

Phone: Mobile: +61428480090

E-mail: ecoventure@bigpond.com

Website: www.cityofdarwincruises.com.au

Managing Director: Les Reif

Contact details: +61428480090

Designated Person: Jevon Reif

Contact details: 0417855829

1. Vessel information and contact details

VESSEL DETAILS								
Vessel Name:	Cherry Pie	Unique Identifier No:	1570					
Vessel Type:	Passenger Vessel	Vessel Length:	10 Metres					
NSCV Risk Category:	General Risk	NSCV Service Category:	Class 1D					
DESIGN and GENERAL LAYOUT								
Main Engine		Machinery Space	Fire Detection and Protection		Decks			
Nanni diesel type 29 hp 4110HE 515015 NR851840 14979 Sillette Catamaran leg Mk 2 Saildrive Sonic Leg Model LW/CAT Serial No 31189		21.3 kW	Unmanned	Machinery Space Manual operation of Fire Smothering		Single		
OPERATION SUMMARY								
Operating Area	Activity	Voyage Duration	Pass Nos	Core Complement			Appropriate Crew	
				Certified		Un/Cert		
				Master	GPH		DH	Certified
Partially Smooth Waters	Sailing tours	Up to 3 Hrs	21	Coxswain NC	NC	1	As per core complement	Adjusted as necessary in response to outcomes at Appendix C
VESSEL DETAILS								
Vessel Name:	Kuru	Unique Identifier No:						
Vessel Type:	Passenger Vessel	Vessel Length:	11.6 Metres					
NSCV Risk Category:	General Risk	NSCV Service Category:	Class 1D					
DESIGN and GENERAL LAYOUT								
Main Engine		Machinery Space	Fire Detection and Protection		Decks			
2 x 25hp Yamaha High Thrust		25hp	Unmanned	Machinery Space Manual operation of Fire Smothering		Single		
OPERATION SUMMARY								
Operating Area	Activity	Voyage Duration	Pass Nos	Core Complement			Appropriate Crew	
				Certified		Un/Cert		
				Master	DH		DH	Certified
Partially Smooth Waters	Sailing tours	Up to 3 Hrs	43	Coxswain NC	NC	1	As per core complement	Adjusted as necessary in response to outcomes at Appendix C
CONTACT DETAILS								
Vessel Owner:	Name	Address	Telephone		Email or Fax			
	Australian Sailing Experiences	10 Chin St Millner	0428480090		Les.reif@gmail.com			

Designated Person:	Mr Jevon Reif (Director)	As per above	As per above	As per above
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Risk Identification, Assessment and Management Introduction

Les and Leslee Reif, of Australian Sailing Experiences are the vessel owners and lease the vessels to City of Darwin Cruises Pty Ltd. The designated person for City of Darwin Cruises is the Operations Manager, Jevon Reif (Director).

City of Darwin Cruises have conducted an assessment of risks associated with the vessels *Cherry Pie*, *Kuru* and its commercial operations against Part E of the National Standard for Commercial Vessels (NSCV) and the Act. Forms used by the company to help identify, assess and manage risks are attached at Appendix A.

The designated person values the experience and knowledge of the *Cherry Pie*, *Kuru* crew and has involved them in all phases of the risk assessment and management process.

The *Cherry Pie*, *Kuru* risk assessment and management process is modelled on requirements of AS/NZS ISO 31000:2009 and risk registers have been established to record identified risks and summarise measures taken to eliminate or effectively control them. All risks recorded in the register have been individually assessed and controlled and this process has been documented.

2.2 Risk Management Program Review

The risk management program is subject to review each year and unscheduled reviews are carried out in response to any significant changes to the vessel's operation or identified improvement opportunities and non-conformances.

Review processes are fully documented as are any corrective actions taken in response to outcomes of these reviews.

2.3 Risk Management Responsibilities

2.3.1 Master and designated person

Mr Les Reif is the Managing Director of City of Darwin Cruises Pty Ltd and is also the owner's representative, the vessel's designated person responsible for the implementation, maintenance, review and improvement of all vessels' risk management programs.

Mr Les Reif will consult crew as necessary to inform the risk management program review process.

The master is responsible for implementing and complying with the safety management system of the vessel and the operations of the vessel.

2.3.2 Vessel crew

The crew have a safety duty to comply with lawful directions of the master of the vessel to comply with the policies and procedures that have been established to provide for their safety and that of others who work or travel on the vessel.

3. Vessel owner, master and designated person responsibility and authority statement

Mr Les Reif, of 10 Chin St, Millner, is the Managing Director of City of Darwin Cruises Pty Ltd, the owner of the vessels *Kuru and Cherry Pie*. Mr Jevon Reif is the companies Operations Director and is the Designated Person.

The vessel owner, master (designated person) are responsible for the ongoing sufficiency of resources necessary to ensure the competency of crew, the seaworthiness of the vessel and the safety of its operations.

Wherever possible the vessel owner and master will encourage crew members to contribute to the following processes to improve the vessel's safe operations:

- Development, maintenance, review and improvement of the vessel's Safety Management System (SMS).
- Development, maintenance, review and improvement of any additional policies, procedures or guidelines considered necessary to help all persons that have duties and responsibilities in connection with the vessel fulfil their respective duties and responsibilities and provide for the safe operation of the vessel.
- The identification, delivery, review and improvement of induction training and ongoing learning and development initiatives for the master and crew that promote currency of crew competency.
- Appropriate crew determinations for the vessel's normal and emergency operations.
- Scheduling, review and improvement of the vessel's routine maintenance program.
- Investigation of all incidents, accidents and SMS breaches as well as follow-up with appropriate corrective action and verifying its effectiveness.

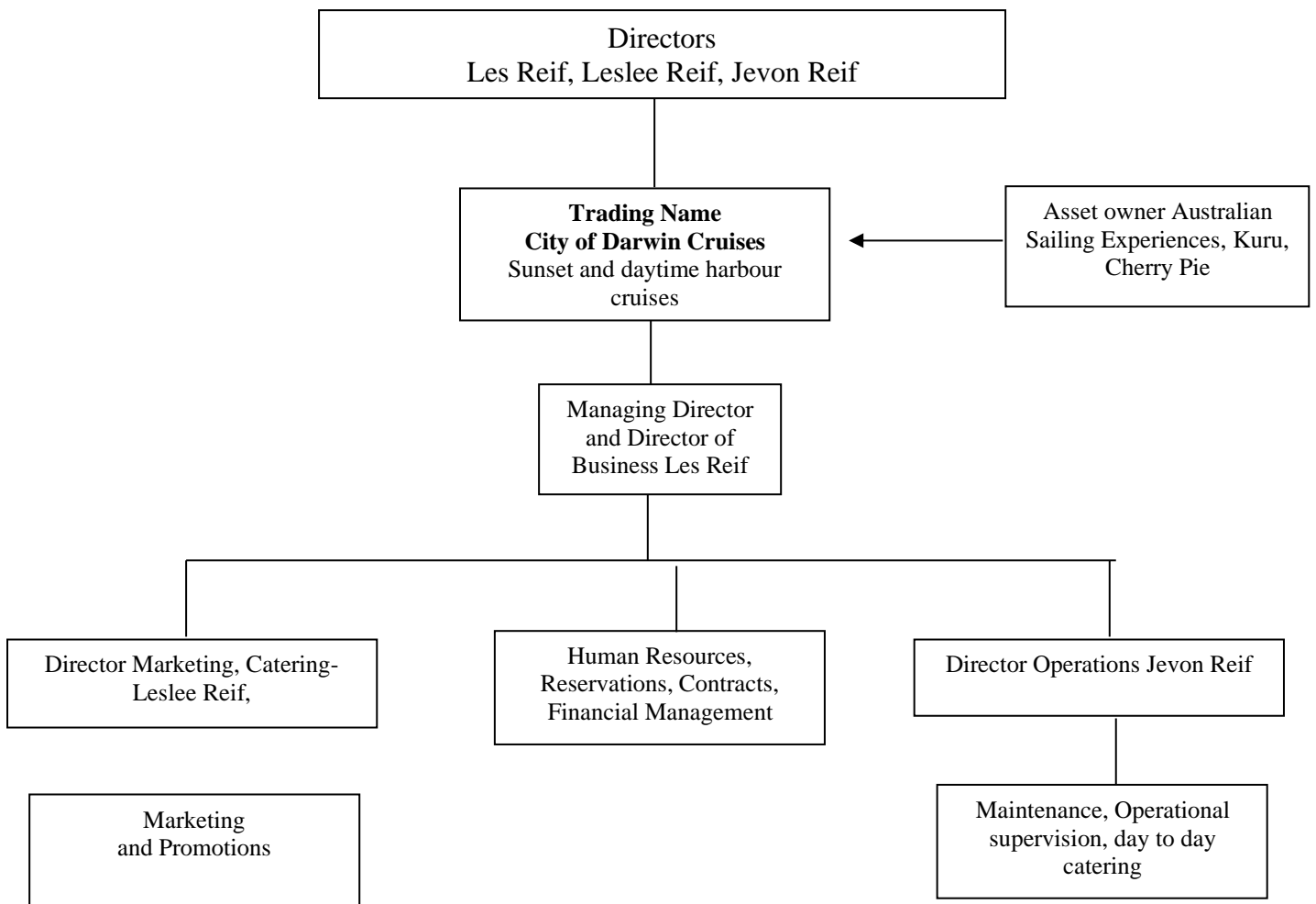
The owner understands the importance of a safety culture and the need to establish a work environment where the reporting of near misses, incidents, accidents and non-conformances is encouraged at all levels within the company and is followed up with timely and appropriate corrective action.

The following organisational chart clarifies the reporting arrangements between the vessel owner and crew and associated lines of communication.

City of Darwin Cruises – Organisational Chart

City of Darwin Cruises Pty Ltd
ABN 20 645 292 657

Organisational Chart



2. City of Darwin Cruises Safety & Environment Policy

The policy of City of Darwin 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.

City of Darwin 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.

City of Darwin 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.

SEE ALSO Environmental Management Procedures

3. Company Responsibilities and Authorities

City of Darwin Cruises Pty Ltd is a family company owned by Les, Leslee and Jevon Reif, Darwin.

Contact details:

Jevon Reif is also the Designated Person.

One deckhand is required on each vessel. The deckhand is responsible for deck operations and sometimes assists with passenger entertainment activities.

All vessel crew are under the authority of the sailing master.

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Designated Person (DP)

The Designated Person is Jevon Reif.

Contact details: 0417855829

He reports to the Managing Director, Les Reif.

Contact details: 0428480090

Jevon 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.

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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 Business 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.

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6. Resources and Personnel

The Business 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.

City of Darwin 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 Darwin home office.

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

City of Darwin 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)

City of Darwin 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 DH, 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 vessels. 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.

City of Darwin 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 Home office.

7. Operational Procedures

The following noted operational procedures are reflected in a more detailed card system that describes the actions required for the topic. See Appendix

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 master 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 on the vessel. (Appendix 2)

Vessel Start Up

Master 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

"Kuru, Cherry Pie" are sometimes refuelled alongside at the Cullen Bay Fuel Pontoon. 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 confirm that fire fighting and spill equipment is readily accessible. S/he will ensure that a 'no smoking' zone is established around the vessel.

Often the vessels may be refuelled at berth whilst there are no passengers on board. After safety checks have been completed, refuelling can commence.

Embarking / Disembarking Passengers

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

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

The DH will secure the vessel alongside using two lines whenever possible. When the vessel is secure, the DH 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 DH will then position the gangplank and secure it with the safety chain.

The DH 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 deck area. 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. The number of bags will be recorded in the log.

Disposal of Sullage and Grey Water

The vessels are fitted with holding tanks. 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 at Cullen Bay. The master will record the number of drums in the log.

Anchoring

All vessels are fitted with a 25 kg CQR anchor with 50 metres of chain. The anchor is raised with an electrically driven winch operated from the bow of the vessels.

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

If the anchor needs washing, the DH will use the deck wash hose.

8. Emergency Procedures

The following noted emergency procedures are reflected in a more detailed card system that describes the actions required for the topic. See Appendix

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 DH to investigate and move passengers from danger to either of 2 muster areas..

The DH 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 DH to bring the fire hose online. S/he will then inform the authorities of the situation.

The DH 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 DH 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 Hulls

There are smoke and heat detectors that register on the vessels.

When the fire alarm sounds the master will stop the vessel and direct the DH to investigate. The DH will go to the 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. The master will make an announcement advising passengers that there is a problem and instructing them to move to the muster stations.

Then the DH will pull the fuel shut off located on the bulkhead behind the bar.

The master will inform the authorities of the situation. When the DH confirms the engine room is sealed. 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 DH to investigate. S/he will make a P.A. announcement reassuring passengers and then notify authorities of the situation.

The DH will report back on the status of the vessel and passengers. If the vessel is not at risk and the passengers are OK, the DH 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 update authorities and if possible, steer the vessel towards shallow water or a sandy beach.

The DH will then report back to the master who will start the bilge pump on the dash. The DH 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 DH 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 DH 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 DH with passenger control. The master and DH 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.

Marine Order 504

BACKGROUND

For vessel operators that:

- Are on a voyage of at least 30 minutes but no more than 12 hours; and
- Operate in B, C or D waters or in E waters outside daylight hours; and

- Are licenced to carry up to 75 passengers

You must ensure:

- There is procedure in your safety management system (SMS) that includes a count of all passengers at or around time of embarking or disembarking the vessel.
- Your SMS includes an emergency procedure for dealing with a situation where a passenger is unaccounted for.
- Results of passenger counts are recorded in the vessel's logbook. This will assist in verifying compliance as well as having a ready reference for the master of the most recent count.
- Your SMS must include a procedure for monitoring passengers so that the master knows the number of passengers on board at any time.

These measures will ensure passenger safety at all times through passenger monitoring and accurate counts.

Passenger Count Procedure

At the time of booking whether shared or private charter, a manifest that contains the contact details of the main booking person and the names of their guests will be entered into the booking notes or the manifest of the booking system, Fareharbor.

Passenger count

1. Prior to boarding, the main booking person will be consulted to highlight any changes to the provided list of names provided for the manifest.

The crew will undertake a passenger count –

- a. Prior to departure
- b. During the cruise
- c. Prior to disembarking.

The count of persons will be entered into the vessel log.

2. A count discrepancy with the manifest will cause this procedure to be actioned.
 - a. A recount will take place to see if this will resolve the discrepancy.
 - b. Check with the booking person to make sure the count is reconciled correctly with the manifest and first count.

- c. If there is still a count discrepancy, ask the group to notify the crew if there is a missing person.
- d. Check the below hull areas, toilet, kitchen, forward locker areas.
- e. Notify the Managing Director (Booking manager) and make sure all data is valid.
- f. If there is still an unaccounted passenger, then execute the Unaccounted Person Procedure.

Passenger unaccounted

- Notify Darwin harbour radio of the unaccounted person.
- Action a grid pattern search of the area sailed by the vessel.
- Engage guests to be lookouts.
- Maintain watch on Channel 10 Darwin Port radio.
- Ensure mobile phone is available to talk with police etc.

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 10/16 notifying other vessels of the situation. He will manoeuvre the vessel to recover the POB, approaching from leeward.

The DH 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 DH 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 DH will put the ladder in place and attempt recovery. If recovery is not practical the DH will attempt to keep the POB's head above water and wait for assistance from another vessel.

If the recovery is successful, the DH 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 DH 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 Maritime incident report form will also be submitted.

Serious Injury

In the event of a serious injury, the DH 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 DH.

The DH 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 DH 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 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 DH 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 DH will move them from the immediate area and open windows. The DH 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

City of Darwin 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.

City of Darwin Cruises has a Risk Register that identifies hazards, risks and controls associated with the vessel.

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10. Maintenance and Recording

City of Darwin 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 Darwin Office.

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

Preventative maintenance schedule eg:

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

11. Documentation

City of Darwin 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

City of Darwin Cruises reviews the SMS at least 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 coordinated by the Managing Director, Les Reif, 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.

Safety **M**akes **S**ense

APPENDIX A - RISK MANAGEMENT

Introduction

City of Darwin Cruises Pty Ltd risk assessment program complies with the requirements of AS/NZS ISO 31000:2009. The company has applied the following to promote consistency in the assessment and management of identified risks.

Term	Simple Meaning
Hazard	Something that exists and could cause harm (example - oil on deck)
Foreseeable Risk	A risk which a reasonable person should anticipate possible with commercial vessel operations.
Risk	The probability of a hazard resulting in an adverse event (example – personal injury due to slipping on the oil)
Likelihood	The probability of the risk/ hazard (example - What are the chances that someone could slip on the oil)
Consequence	What could happen if the identified risk/ hazard occurs (ie minor/serious personal injury etc)
Risk treatment Risk Management Risk Control	Measures have been put in place to eliminate the hazard/risk or reduce it (example Oil is cleaned up or the oily section of the deck is cordoned off to passengers and crew and cautionary signage erected)
Residual Risk	If the hazard or risk hasn't been completely eliminated but controlled in some way, what element of risk remains?
Tolerable Risk	If some level of risk remains it is considered acceptable given the nature of controls that are in place
Risk Register	A table or similar that records all the identified hazards and risks associated with the vessel and its operations including a summary of the risk assessment and risk management/control outcomes.
Risk Prioritisation	The order in which risks that are identified in the "Risk Register" are subject to treatment/control. For example - in most instances risks that receive an "Extreme" rating based on the likelihood and consequence would be treated/controlled prior to one that receives a "Medium" rating.

LIKELIHOOD

Category	Explanation
Almost certain/frequent	Expected to occur in most circumstances, or often in the life of a vessel.
Likely	Probably occur in most circumstances but unlikely to occur often in the life of a vessel.
Possible	Might occur at some time, unlikely to occur to every vessel but may occur to a few vessels of a type.
Unlikely/remote	Unlikely to occur but should be considered as possible.
Rare/improbable	So extremely remote that it should not be considered as possible unless exceptional circumstances exist.

CONSEQUENCE

Category	Human injury	Financial cost	Work/income/reputation	Environment
Catastrophe	Multiple fatalities	Loss of vessel	Operations halted/end of income	Extensive environmental damage
Major	Fatality	Extensive financial loss	Major disruption to operations	Major environmental damage
Moderate	Disabling injury requires medical treatment	Significant financial loss — rescue of vessel required	Significant production/achievement disruption	Significant environmental damage
Minor	First aid treatment — minor cuts bruises or bumps	Notable financial loss	Slight production/achievement disruption	Minor environmental damage
Insignificant	No injuries	Negligible financial loss	No effect on work	Negligible environmental damage

LIKELIHOOD AND CONSEQUENCE MATRIX

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain/frequent	High	High	Extreme	Extreme	Extreme
Likely	Medium	High	High	Extreme	Extreme
Possible	Low	Medium	High	Extreme	Extreme
Unlikely/very remote	Low	Low	Medium	High	Extreme
Rare/improbable	Low	Low	Medium	High	High

RISK TREATMENT/CONTROL RATING

Risk Treatment Method	Risk Treatment Rating
1. Eliminate hazard/risk	(E) Effective
2. Isolate hazard/risk or apply re-engineer or re-design solution	(A) Adequate
3. Introduce administrative solution – (Staff training, Personal Protective Equipment, Cautionary Signage)	(W) Weak
4. Employ a combination of isolate, re-engineer/re-design and administrative solutions	(A) Adequate Dependent on the nature and type of these controls

Risk Management Risk Register – Vessel Operations

Operational Activity	Identified Risks or Hazards	Possible effect on crew or Passenger Safety	Initial Risk Assessment			Existing Risk Control Measures			Revised Risk Assessment			Revised Risk Control Measures			Residual Risk Accepted	
			Likelihood	Consequence	Risk Level	E	A	W	Likelihood	Consequences	Risk Level	E	A	W	Y	N
Crew – duties at night	Slips, trips or falls	Personal Injury or person overboard	Unlikely	Major	High		A		Unlikely	Moderate	Low		E		Y	
Sailing	Choppy seas causing slips/falls	Personal injury	Possible	Minor	Medium		E									

Risk Management Risk Register – Passenger Access and Underway

Passenger Activity	Identified Risks or Hazards	Possible effect on Passenger Safety	Initial Risk Assessment			Existing Risk Control Measures			Revised Risk Assessment			Revised Risk Control Measures			Residual Risk Accepted	
			Likelihood	Consequence	Risk Level	E	A	W	Likelihood	Consequences	Risk Level	E	A	W	Y	N
Entering the marina to walk to vessel from Marina gate	Slips, trips or falls on the marina gangway inside gate	Personal Injury	Possible	Moderate	High		A		Unlikely	Moderate	Medium		E		Y	
Walk to vessel from Marina gate daytime	Slips, trips or falls on the pontoon	Personal Injury	Possible	Minor	Medium		A		Unlikely	Minor	Low		E		Y	
Walk to vessel along pontoon daytime	Walks into vessel pelican pole or anchor	Personal Injury	Possible	Moderate	Low		A		Unlikely	Moderate	Low		A		Y	

Walk from vessel nighttime along B pontoon	Walks into vessel pelican pole or anchor	Personal Injury	Possible	Moderate	Medium		A		Rare	Moderate	Medium		A		Y	
Boarding Vessel	Slips or falls boarding	Personal Injury	Possible	Moderate	Medium		A		Rare	Moderate	Medium		E		Y	
Walking around on vessel	Slips or falls on vessel	Personal Injury	Possible	Moderate	Medium		A		Possible	Low	Low		E		Y	
Going downstairs to toilet	Slips or falls going downstairs	Personal Injury	Possible	Moderate	Medium		A		Possible	Medium	Low		E		Y	
Accessing crew only areas	Slip or fall in crew area	Personal Injury	Unlikely	Low	Low		E		Unlikely	Low	Low		E		Y	
Movement during sailing seas choppy	Slip or fall underway	Personal Injury	Possible	Moderate	Medium		A		Possible	Moderate	Medium		A		Y	

RISK ASSESSMENT AND TREATMENT

Risk Category – Passenger Access and Underway

Passenger Activity – Entering the marina to walk to vessel from Marina gate

Initial Risk Assessment							
Identified Hazards or Risks	Risk Factors			Existing Control Measures	Control Measure Rating		
	Likelihood	Consequence	Risk Level		E	A	W
Slips, trips or falls on the marina gangway inside gate	Possible	Moderate	Medium	Crew to warn clients of the angle and they should take care.		E	
Slips, trips or falls on the pontoon	Possible	Low	Low	Crew to walk clients to the vessel, single file observing everyone.		E	
Walks into vessel pelican pole or anchor daytime	Possible	Moderate	Low	Crew to point out any dangers.		E	
Walks into vessel pelican pole or anchor night time	Possible	Moderate	Medium	Crew to lead group from the vessel and point out with torch any hazards and request single file past them.		E	
Slips or falls boarding	Possible	Moderate	Medium	Crew to be on hand to assist and provide direction. Position the vessel against the pontoon with least risk for boarding or obtain a step to board thru vessel gate.		E	
Slips or falls on vessel moving about	Possible	Low	Low	Advise clients to not move around whilst underway. Point out risk areas. Place dark mat above the step.		E	
Slips or falls going down stairs	Possible	Moderate	Medium	Advise clients and assist when required.		E	
Slip or fall in crew area	Unlikely	Low	Low	Advise during brief of the no access areas.		E	
Slip or fall underway	Possible	Moderate	Medium	Advise during brief of the no access areas.		E	
Revised Risk Assessment							
Identified Hazards or Risks	Risk Factors			Additional or Revised Control Measures	Control Measure Rating		
	Likelihood	Consequence	Risk Level			E	A
Slips, trips or falls on the marina	Possible	Moderate	Medium	Crew to warn clients of the angle and they should take care. Hold		E	

gangway inside gate				handrail. Advise Marina if faults are identified.			
Slips, trips or falls on the pontoon	Possible	Low	Low	Crew to walk clients to the vessel, single file observing everyone. Advise Marina if faults are identified.		E	
Walks into vessel pelican pole or anchor daytime	Possible	Moderate	Low	Crew to point out any dangers. Advise Marina of dangerous protrusions onto pontoon path. identified.		E	
Walks into vessel pelican pole or anchor nighttime	Possible	Moderate	Medium	Crew to lead group from the vessel and point out with torch any hazards and request single file past them. Advise Marina of dangerous protrusions onto pontoon path identified and lack of lighting.		E	
Slips or falls boarding	Possible	Moderate	Medium	Crew to be on hand to assist and provide direction. Position the vessel against the pontoon with least risk for boarding or obtain a step to board thru vessel gate.		E	
Slips or falls on vessel moving about	Possible	Low	Low	Advise clients to not move around whilst underway. Point out risk areas. Place dark mat above the step. Include in briefing or warnings as required.		E	
Slips or falls going downstairs	Possible	Moderate	Medium	Advise clients and assist when required. Use handrails, caution if wet.		E	
Slip or fall in crew area	Unlikely	Low	Low	Advise during brief of the no access areas. . Include in briefing or warnings as required.		E	
Slip or fall underway	Possible	Moderate	Medium	Advise during brief of the no access areas. . Include in briefing or warnings as required.		E	

Implementation of Revised Control Measures							
Responsible Person	Priority			Completion Date	Verification of Effectiveness of Controls		
	H	M	L		Responsible Person	Signature	Date
Deck hand		M			Designated Person		
Additional Comments							

RISK ASSESSMENT AND TREATMENT

Risk Category – Vessel Operations

Activity – Crew Injury

Initial Risk Assessment							
Identified Hazards or Risks	Risk Factors			Existing Control Measures	Control Measure Rating		
	Likelihood	Consequence	Risk Level		E	A	W
Personal Injury or person overboard duties at night	Unlikely	Major	High	Boat design to highest safety standard with lifelines and secure access areas.		E	
Personal injury sailing	Possible	Minor	Medium	Crew to warn clients to remain seated. Provide adequate lighting for nighttime.		E	

Revised Risk Assessment								
Identified Hazards or Risks	Risk Factors			Additional or Revised Control Measures	Control Measure Rating	E	A	W
	Likelihood	Consequence	Risk Level					

Implementation of Revised Control Measures							
Responsible Person	Priority			Completion Date	Verification of Effectiveness of Controls		
	H	M	L		Responsible Person	Signature	Date
Deck hand		M			Designated Person		
Additional Comments							

Appendix 1

Vessel Induction Checklist

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

Candidate's Signature	Date of Assessment
Assessor's Signature	

Appendix 2 Passenger briefing – see Separate Procedure - Departure Brief to Clients

eg

"Welcome aboard City of Darwin Cruises 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 vessel. Try and always keep a firm hold. The toilet is located at the stern of the vessel. (Point)

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

Thank you very much. Enjoy the cruise!"

See Procedure Departure Brief to Clients.

Appendix 3

Vessel Start Up

Master

- External inspection of vessel
- Check visually running rigging
- Check vessel log for hand over notes
- Check crew are present
- Engage battery bank (A on odd days, B on even days of month)
- 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
- Check fuel level (warning! vessel not to be run under 10 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
- Test gear ahead and astern
- Check steering
- Check Nav lights, horn and radio set to channel 11 Darwin Harbour
- Complete log as relevant

DH

- 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.

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