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| --- | --- | --- | --- | --- |
| Applicant name: |   | Mobile: |  | Application Date  / / |
| Research Group  |  | UNSW Supervisor/s |  | External supervisor/s |  |
| Applying for (tick all that apply):  | □ Crew  | □ Master: ≤ 5HP  | □ Master: sheltered water | □ Master: near coastal ≤ 7.5 m  | □ Other: |
| Brief project description |  |
| Location of activities |  |
| Type of activities to be undertaken | Work at night; surf zone; line fishing; net fishing; BRUV; sediment grabs and cores; snorkelling; diving; deploying equipment; electrofishing; list other: |
| Knowledge & Experience |  |
| Qualifications and emergency management certificates | Car licence type & restrictions  | Boat licence type & restrictions |
| Marine Radio | First Aid | Provide Oxygen | Other: |
| Experience towing trailers  | Experience launching and retrieving from trailers |

SECTION A – to be completed and signed by applicant

I, the above-mentioned applicant, understand and agree to the following responsibilities and my obligations to them:

* Evaluating the adequacy and relevance of emergency planning for the work being conducted.
* Ensuring that all appropriate safety equipment is on board and operational before setting off.
* Ensuring the condition and daily maintenance of the vessel while in my use, and reporting any maintenance issues to the Boating Officer as soon as possible after they arise.
* Making the decision to commence or postpone activities based on the weather, the condition of the vessel, the abilities of those on board and the tasks to be performed and any other safety issue.
* Providing a safety briefing to all on board which includes actions to be undertaken in the event of an emergency.
* Practicing and documenting emergency drills with the crew or special personnel.
* Issuing clear and concise instructions to those on board and ensuring that they have had sufficient training or instruction to carry out those tasks.
* Coordinating emergency responses and delegating tasks.
* Reporting of incidents or near misses. Notifying my supervisor and Boating Officer, reporting via MyUNSW & completing an AMSA Vessel incident report when required.
* Assisting in the review of operational, safety and environmental procedures and to proactively bringing issues to the notice of the Boating Safety Officer.

Applicant Signature:…………………………………………… Date:………………….

**Please ensure you scan and attach copies of your boat licence, first aid and CPR certificates, car licence (if towing), oxygen certification (for diving operations), marine radio licence (for coastal operations), and evidence of sea time in the form of logbook and/or employer reference.**

Section B – to be completed and signed by Boating Safety Officer

1. Certificates submitted
2. Evidence of Seatime
3. Discuss the risks relating to both the location and the type of activity.
4. Discuss and list the skills, knowledge, and experience required to reduce the risks of the activity and to manage the types of emergencies that may arise.
	1. Boating experience in the same or similar areas
	2. Boating experience in the same conditions
	3. Boating skills in operating, or crewing, the same or similar boats
	4. Knowledge of the area of operation (familiarity with local hazards and rules)
	5. Knowledge and experience of the type of work to be undertaken

I have discussed the above responsibilities with the applicant in detail and I am satisfied with their understanding of the above obligations (Scientific Boating Officer):

SBO Name:…………………………… Signature:……………………………………………… Date:

Notes/Comments:

Summary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ITEM | DETAIL | LOCATION | DATECOMPLETED | NOTES |
| Register as a boat user | Complete application and see boating safety officer | BEES boating web page: BOAT02 |  |  |
| Knowledge of SMS | Meeting with BSO | BEES boating web page: BOAT10 |  |  |
| Knowledge of general boating risks | Read and declare RMF for general boating risk | Safesys:SCI-BEES-RMF-11 |  |  |
| Knowledge of towing, launching and retrieving | Complete BOAT03 with Boating Safety officer | BEES boating web page: BOAT03 |  |  |
| Knowledge of boat operation, safety, emergency and environment | Complete BOAT04 with Boating Safety officer | BEES boating web page: BOAT04 |  |  |