



S/v 'Eve' Swan 65

UVI:24690

Safety Management System

Table Of Contents

Table Of Contents	2
Vessel & Contact Details	4
<i>Vessel: 'Eve' Swan 65</i>	4
<i>Key Information</i>	4
<i>Hull Openings</i>	5
<i>Safety Equipment Map</i>	5
Risk Assessment	6
<i>Overview</i>	6
<i>Risk Assessment Framework</i>	6
Ownership and Responsibilities	8
<i>Owner Responsibility & Authority Statement</i>	8
<i>Designated Person</i>	8
<i>Master's Responsibility and Authority Statement</i>	8
Resources & Personnel	10
<i>Emergency Contacts</i>	10
Operating Procedures	11
<i>Op1. Crew & Passenger Safety Briefing</i>	11
<i>Op2. Start Up Procedure</i>	13
<i>Op3. Shutdown Procedure</i>	13
<i>Op4. Disembarking and Embarking Passengers</i>	14
<i>Op5. Radio Operations</i>	15
<i>Op6. Navigation Lights Checks</i>	15
<i>Op7. Refueling</i>	15
<i>Op8. Disposal of Garbage</i>	16
<i>Op.10 Generator Start Up</i>	17
Emergency Procedures	19
<i>Ep1. Radio Operations & Calling For Assistance</i>	19
<i>Ep2. Calling For Assistance By Phone</i>	19
<i>Ep3. Medical Emergency/Casualty</i>	20
<i>Ep4. MOB</i>	20
<i>Ep5. Fire</i>	21
<i>Ep6. Engine Fire</i>	21
<i>Ep7. Collision</i>	22
<i>Ep8. Grounding</i>	23
<i>Ep9. Flooding/Sinking</i>	23
<i>Ep10. Abandon Ship</i>	24

<i>Ep11. Engine Failure</i>	25
<i>Ep12. Steering Gear Failure</i>	25
<i>Ep13. Towing & Getting A Tow</i>	25
<i>Ep14. Pollution/Spillage</i>	26
<i>Ep15. Blackwater system + Pump out</i>	26
<i>Ep16. Hi-Flo bilge & fire hose</i>	27
Incident Reporting Form	28
Follow Up on Hazardous Occurrences & Non Conformances	29
Maintenance Of Vessel & Equipment	30
Safety Equipment List	32
<i>Lifesaving</i>	32
<i>Distress signals</i>	32
<i>Fire fighting</i>	32
<i>Miscellaneous equipment</i>	32
<i>Passenger Safety and Emergency</i>	32
Safety and Environment Policy	33
Documentation	34
Verification, Review And Evaluation	34

Vessel & Contact Details

Vessel: 'Eve' Swan 65

UVI: 24960

Key Information

Yacht make/model	Swan 65 (Hull #35)	Length, Beam, Draft	20m, 5m, 3m
YA sail number	8565	Displacement	36 Tons (Gross)
NSW reg number	AIK227N	Mast height above:	Sea level 27m
HF radio call sign	AXA073	Water capacity	1200 Litres
MMSI	503030760	Fuel Capacity	1000 Litres
4G router mobile #	0497 611369	Fuel consumption	10 L/hr at 2000 rpm
Iridium sat phone #	0147 184397	Battery capacity	1600 Ah
Inmarsat FBB #	+870773245942	Re-charge battery at	24.8 V
Insurance policy #	Pantaenius 131135502-2	Reef main before (apparent kts)	25 (1st), 35 (2nd), 45 (3rd)
Owner mobile #	0410 437854	Water Police	02 93207499

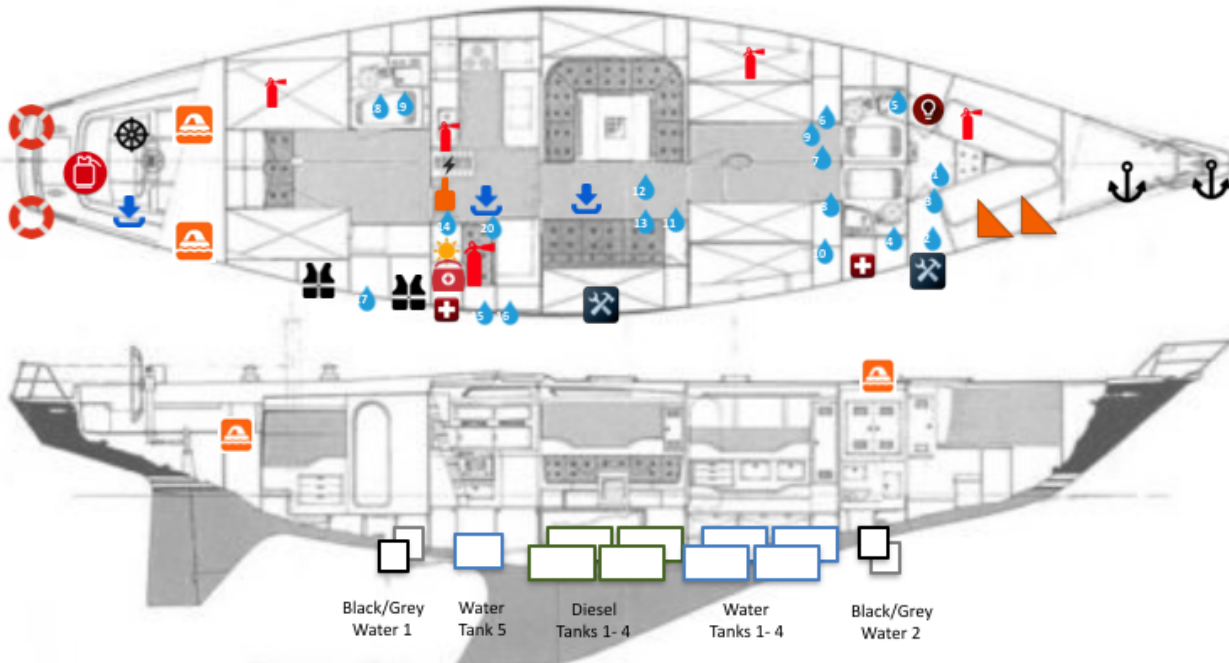
Hull Openings

Please refer to safety equipment map on the next page to find the location of each opening.

1	Fish Finder	2	Black water tank	3	Bow thruster	4	WC black flush
5	WC black flush	6	Salt water inlet WC	7	Desalinator inlet	8	Desalinator exit
9	Port Log	10	Stbd Log	11	Aircon inlet	12	Main engine inlet
13	Salt water pump	14	Generator Inlet	15	Engine exhaust	16	Generator exhaust
17	Billge pump exit	18	Aft WC black water	19	Grey water exit	20	Fire Pump Inlet

Safety Equipment Map

Safety Equipment Map – Swan 65 “Eve”



Legend

Bilge Pump	Seacock	First Aid	EPIRB	Flares	Life Raft	Gas	MOB	Fire Ext	Anchor	Storm Sail	Tools	Grab Bag	PFDs	Emergency Tiller	NUC Lights

Risk Assessment

Overview

ThreeSteps Pty Ltd, the owner of the Swan 65 S/Y “Eve” maintains an ISO-31000 aligned risk and safety management plan that includes

- Safety **controls** on the vessel, crew, and charter processes that are in force
- Identified **risks** and assessment of controls to prevent them.
- **Action items** to mitigate risks by increasing control effectiveness
- Regular **reviews** of control effectiveness and outstanding actions.
- **Incident** register with root-cause analysis related controls that will prevent recurrence.

A risk register is maintained online using <http://riksi.io> and the current risk register is kept on board with the SMS paper copy.

Risk Assessment Framework

Risks are assessed and rated according to a standard likelihood / severity / rating matrix as defined in the tables below. Each risk is then assigned a control that is subject to ongoing review of it's effectiveness.

Likelihood

Category	Explanation
1. Remote	Never heard of but not impossible.
2. Rare	May occur in exceptional circumstances.
3. Unlikely	Uncommon, but has been known to occur.
4. Possible	May occur from time to time.
5. Likely	Will occur from time to time
6. Almost certain	It is expected to occur

Consequence

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

Rating 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

Control Effectiveness

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

Ownership and Responsibilities

Owner Responsibility & Authority Statement

Swanning Around yacht charters and sailing vessel 'Eve' is owned by **ThreeSteps Pty Ltd**

Owner	Contact Phone	Address
Three Steps Pty Ltd Director - Steve Capell	0410 437854	Level 1 The Realm, 18 National Circuit, Barton, ACT 2600

The owner is responsible for ensuring that:

- The safety of the vessel and the marine safety equipment onboard
- The safe operation of the vessel
- Implementing and maintaining the vessel's SMS
- Maintaining the vessel as fit for purpose
- Instructing, training and supervising crew and persons onboard the vessel
- Ensuring the vessel stores and associated supplies are sufficient for intended voyages

Designated Person

Steve Capell is the Designated Person. He is responsible for monitoring the safety and pollution prevention of the vessel and ensuring appropriate resources and support are provided to the vessel.

Master's Responsibility and Authority Statement

The vessel 'Eve' has

- A master, John Smith and
- A deckhand, Oliver Hirstwood.

The master and deckhand have been made familiar with the vessel, SMS and the operating procedures and policy of swanning around yacht charters.

The Master is responsible for implementing and complying with this SMS. The Master at all times has overarching responsibility and authority for the safety of the vessel and the crew.

The Master is responsible for the following:

- Command of the vessel and its safe operation.
- Implementing and complying with the SMS including:

- Delivery of crew training and induction
- Taking timely and reasonable measures to eliminate or effectively control any risk that is identified.
- Maintaining the vessel's logbook

Resources & Personnel

The training and induction program for new crew is contained in the operational procedures document. The Master will provide all training and induction and will record the induction/training in the vessel training & operations logbook.

All masters MUST be certified AYF yachtmasters with at least 2000 hours of sailing experience. This is because the majority of likely risks to passenger safety on the “adventure sailing” experience are related to sails and rigging incidents (crash gybes, flogging sails & lines, overloaded lines, winch crushing injury, etc). Although a commercial Master 5 is technically acceptable, if his/her experience is limited to powered vessels then he/she will not be acceptable as master on Eve.

Role & Name	Contact
Master: John Smith	0418 646 564
Deck hand: Oliver Hirstwood	0434 027 719
Owner : Steven Capell	0410 437 854

Emergency Contacts

Who	Contact
Owner: Steve Capell	0410437854
NSW Water Police	02 93207499
Radio VHF	Ch16 (Refer to EmergProcedure 1.)

Operating Procedures

Op1. Crew & Passenger Safety Briefing

Passenger Briefing

Good morning everyone, on behalf of Swanning Around Yacht Charters I would like to welcome you aboard the sailing yacht Eve.

As we prepare to depart the wharf I have some important information to share with you.

Firstly and for your personal safety it is important that all passengers move to the cockpit area to enable the crew to move freely about the vessel to release and secure mooring lines.

Eve is a very stable vessel, however passengers should take care at all times while moving about the vessel and always keep children under close supervision at all times. Both myself and the crew wish to ensure your safety at all times during the voyage so please follow the directions of crew as they are given with your personal safety in mind.

While a day sailing in Sydney harbour is safe it's vital that everyone on board is aware of the main risks & the vessel's important safety features so that in the unlikely event of an emergency you will be suitably prepared.

While I deliver the safety briefing crew will be on hand to assist as required with practical demonstrations.

Passenger life jackets are to be worn at all times when sailing a crew member will assist all passengers with correct wearing of our lifejackets.

The vessel has three emergency exits as indicated by the crew member. Remember to be very careful when boarding & departing the vessel. Two gates at mid-ships on either side of the vessel and one gate at the stern through the push-pit. In the event of an emergency please stay calm and follow the directions of crew at all times. The vessel has two passenger assembly areas – the main assembly area is in the cockpit & on the aft deck area and an alternate assembly area is at the forward end of the vessel in front of the mast.

In the event of an emergency you will be directed to assemble at one of these areas, please remain calm and move to these locations in an orderly fashion and await further instructions from the crew.

There are a few main things to watch out for when we start sailing:

- Trip hazards when moving around the boat, remember to hold on.
- Injury from getting hands or fingers crushed when caught in winches, blocks and ropes, keep your fingers & hands well clear of these.
- Finally the boom. Keep clear of this at all times as it can unpredictably swing and cause severe head injury
- When sailing the boat will heel over to a steep angle. Dont panic this is totally normal. Remain seated and calm.
- Only 4 persons allowed in the main saloon at any one time.

This concludes the passenger safety briefing, we hope you enjoy the sailing and invite you to approach the crew should you have any questions.

Crew Briefing

Before a cruise the master will meet with the crew to give details of the trip and ensure the crew understand their role and are familiar with the operations of the vessel. On induction of a new crew member a full familiarisation with the vessel, the SMS and the operations detailed below must be conducted by the master of the vessel prior to departure.

On Induction:

- SMS
- General vessel layout
- Location of EPIRB
- Location and operation of Lifejackets
- Location and operation of life rings
- Location and deployment of life raft
- Location of First Aid Kit
- Operation of VHF, HF and Sat phone
- Anchor location and procedure
- Location of fire extinguishers / fire blanket and operation of smothering system
- Smoking permitted area
- Engine start up and shut down
- Auxiliary start up and shut down
- Electrical System Overview
- Operation of GPS, MOB button and autopilot
- Operation of helm and engine controls
- Engine room induction
- Operation of bilge pumping system
- Operation of deck wash / fire hose
- Location of fire buckets
- Location of fuel shut off
- Location of gas shut off and detector

Journey Specific:

- No. of passengers
- Any stops
- Expected duration
- Special duties
- Any passengers with special needs
- Any changes to the vessel or circumstance

Op2. Start Up Procedure

Step	Activity
Step 1	Assess vessel condition and cleanliness, inside and out.
Step 2	Ensure all safety equipment is on board
Step 3	Start new entry in vessel log
Step 4	Check Bilge
Step 5	Turn on both House and Engine batteries.
Step 6	Turn on radio instruments and GPS/ Sounder and confirm working correctly
Step 7	Check Fuel level.
Step 8	Conduct engine pre-start checks
Step 9	Turn on engine, check for sea water discharge.
Step 10	Test gears and steering
Step 11	Cast off mooring and proceed at safe speed.

Op3. Shutdown Procedure

Step	Activity
Step 1	Secure vessel and turn engine off once cooled down.
Step 2	Ensure vessel is left in a clean state for the next shift.
Step 3	Remove garbage & recycling from bins. (OP.10Garbage & Recycling Disposal)
Step 4	Put new liner in garbage bags
Step 5	Ensure all safety Equipment is stowed correctly

Step 6	All ropes are coiled and tidy
Step 7	Deck is clear of foreign objects and store appropriately.
Step 8	Covers back on helm
Step 9	Turn batteries off
Step 10	Complete vessel log

Op4. Disembarking and Embarking Passengers

Step	Activity
Step 1	Plan approach to wharf.
Step 2	Identify any special needs of passengers (pregnant, aged etc)
Step 3	Plan method of securing vessel to wharf and safe boarding apparatus appropriate to the wharf and conditions
Step 4	Consider when making and exiting the wharf: <ul style="list-style-type: none"> Wind speed and direction Light conditions Tide Handling characteristics of the vessel Your personal level of competence Configuration of the wharf Visibility obstructions Suspected obstructions
Step 5	Where you cannot safely make or exit the wharf: <ul style="list-style-type: none"> Inform passengers Embark or disembark passengers at next safest public wharf
Step 6	Where you can safely make the wharf: <ul style="list-style-type: none"> Secure the vessel to wharf

Assist passengers as necessary to safely disembark or embark

Op5. Radio Operations

Step	Activity
Step 1	Call the most appropriate agency to your situation using VHF Ch 16
Step 2	Marine Rescue Sydney This is Eve, Over. Wait for reply and/or instructions.
Step 3	Identify yourself by: This is Eve, a charter vessel with (POB) passengers on board. Our current location is (describe position) We are going to name location Our ETA to return to port is (What time of return) Any other appropriate information...

Op6. Navigation Lights Checks

Step	Activity
Step 1	Turn navigation lights on
Step 2	Visually check navigation lights are working
Step 3	Replace broken bulbs as necessary
Step 4	Check fuse and connections
Step 5	If navigation lights still do NOT work then inform the vessel master.

Op7. Refueling

Step	Activity
Step 1	Fuel Tank fillers are located on port and starboard aft gunnel ensure engines are switched off during refueling

Step 2	Ensure safety equipment is at the ready and spill response kits are at the ready.
Step 3	Manually open tank and fill, avoiding spillage into the bilge. Absorbent towels to be used if a spillage occurs.
Step 4	Ventilate area after refueling

Op8. Disposal of Garbage

Step	Activity
Step 1	Collect all garbage and secure to prevent spills. Tie off all garbage bags to prevent spills during transport to shore waste facility.
Step 2	Transfer all garbage to marina waste facility. Recycle where possible
Step 3	Ensure everyone on board is aware that nothing is to be thrown overboard.

Op9. Tender Operations

Step	Activity
Step 1	<p>Ensure safety equipment is onboard:</p> <ul style="list-style-type: none"> Lifejackets sufficient for 100% of passengers Bucket + bailer V sheet Waterproof torches Sound signal Radio (two way, ship to tender) Collar repair kit Paddles Anchor
Step 2	Check fuel level.

Step 3	Aid passengers in boarding the tender safely
Step 4	Max 4 passengers + 1 crew onboard
Step 5	Ensure lines + fenders are stowed before commencing trip
Step 6	Passengers hands, feet etc must stay inside the vessel at all times
Step 7	When passengers disembarking the tender ensure the vessel is securely moored
Step 8	Ensure vessel is left in a clean state for the next shift
Step 9	Hang tender securely back on davits
Step 10	Complete tender entry in vessel log

Op.10 Generator Start Up

Step	Activity
Step 1	Ensure all breakers on the panel labelled 'Utilities 220v AC' are off
Step 2	Ensure 220v selector switch is turned to Off position
Step3	To start locate the paddle switch labeled 'Onan diesel genset' hold down start till generator has started (usually only a few seconds)
Step 4	Turn 220v selector switch to Genset position
Step 5	Turn breakers as required

Op.11 Collision Bulkhead Draining

Step	Activity
------	----------

Step 1	There is a drainage hole roughly 150mm above the lowest part of the collision bulkhead with allows approx 5 litres of water to sit in the bottom of the compartment. This can be bilged manually with an electric bilge pump and hose onboard which can be dropped in through the inspection port
--------	---

Emergency Procedures

Ep1. Radio Operations & Calling For Assistance

Step	Activity
Step 1	Call the agency or agencies most appropriate to your situation using VHF Ch 16
Step 2	Marine Rescue this is Eve, Eve, Eve Over. Wait for reply and/or instructions.
Step 3	Identify yourself by: This is Eve, a charter vessel with (POB) passengers on board. Our current location is (describe position) My problem is (describe problem) I request your immediate assistance, over.
Step 4	Await reply

Ep2. Calling For Assistance By Phone

Step	Activity
Step 1	Call the agency or agencies most appropriate to your situation using emergency contacts list on the last page of this SMS
Step 2	Identify yourself by: This is (name), master of Eve, a charter vessel with (POB) passengers on board. Our current location is (describe position) My problem is (describe problem) I request your immediate assistance, over.
Step 3	Wait for further instructions

Ep3. Medical Emergency/Casualty

Step	Activity
Step 1	Apply First Aid as per current first aid training & manuals onboard.
Step 2	Move casualty to a safe location or make current location of casualty as safe as possible.
Step 3	Follow calling for assistance procedure EP.1 or EP.2
Step 4	Proceed to emergency evacuation location, or rendezvous point for ambulance.
Step 5	Monitor Casualty
Step 6	Report Incident

Ep4. MOB

Step	Activity
Step 1	Raise alarm to helm station, press mob button on helm and keep constant sight of person overboard.
Step 2	Throw life rings (aft deck pushpit) with light, towards person overboard
Step 3	Get location fix
Step 4	If possible do Williamson turn, otherwise maneuver to bring bow of vessel back to person overboard.
Step 5	Recover person back onto vessel using swim ladders or rescue quoit/lines and crew assistance.
Step 6	If person unable to be recovered, follow calling for assistance procedure. EP.1-2
Step 7	If person requires medical aid, follow medical assistance procedure. EP. 3

Step 8

Report Incident

Ep5. Fire

Step	Activity
Step 1	Fire in vessel: Muster passengers and crew as far away from fire as possible
Step 2	Ready life jackets
Step 4	Discharge ABE fire extinguisher (white band) or use galley fire blanket.
Step 5	If fire is not out: Follow calling for assistance procedure. EP.2 If situation considered likely to cause serious injury or threat to life, follow abandon ship procedure. EP.10
Step 6	If fire is out, monitor closely for re-ignition
Step 7	Ensure passenger and crew safety
Step 8	Report incident

Ep6. Engine Fire

Step	Activity
Step 1	Assess the situation
Step 2	Turn engine off - if safe to do so.
Step 3	Follow calling for assistance procedure (EP. 1-2)
Step 4	Move passengers to forward deck away from fumes
Step 5	Shut off fuel & air supply to engines - use handles located under aft most end of the large U shaped seat in the pt side of saloon.

Step 6	Discharge fire extinguisher through discharge ports located under U shaped seat cushion next to fuel supply handles for main engine. Genset fire port is located under the companionway
Step 7	ready life jackets located in aft cabin in locker next to stbd side bunk labelled life jackets
Step 8	If fire not out and considered likely to cause serious injury or threat to life: Follow abandon ship procedure. (EP.10)
Step 9	If fire is out monitor closely for re-ignition.
Step 10	Ensure passenger and crew safety
Step 11	Anchor vessel and wait for assistance
Step 12	Report incident

Ep7. Collision

Step	Activity
Step 1	Stop vessel
Step 2	Check passenger and crew for injuries
Step 3	Assess damage with regard to risk of flooding, sinking, fire and pollution. Check collision bulkhead.
Step 4	If collision with another vessel, determine status of other vessel
Step 5	If damage to either vessel is more than minor follow calling for assistance procedure. EP.2
Step 6	As required follow the any of the appropriate procedures for: Abandon ship EP.10 Fire EP. 5 or EP.6 flooding/sinking EP.9

Step 7	Report incident
--------	-----------------

Ep8. Grounding

Step	Activity
Step 1	Stop Vessel but do not turn off engine
Step 2	Prepare to turn Hi Flo bilge on if necessary at the nav table
Step 3	Check passengers and crew for injuries
Step 4	Check bilge compartments below waterline to assess damage with regard to risk of flooding and pollution
Step 5	where necessary follow procedures for: medical emergency EP.3 calling for assistance EP.1-2 flooding EP.9 pollution EP.16
Step 6	If damage is minor, check tidal conditions and take external soundings if possible and necessary
Step 7	Report incident

Ep9. Flooding/Sinking

Step	Activity
Step 1	Stop Vessel but do not turn off engine
Step 2	Determine compartments that are flooding
Step 3	Follow calling for assistance procedure EP.1-2

Step 4	Turn Hi Flo bilge pump on.
Step 5	Consider using manual hand pump located under engine controls on the port side at the helm station
Step 6	If flooding is not brought under control, consider either of the following procedures: gently beach the vessel on sand or mud and follow grounding procedure EP.8 If situation considered likely to cause serious injury or threat to life, follow abandon ship procedure EP.10
Step 7	Report incident

Ep10. Abandon Ship

Step	Activity
Step 1	Prepare to abandon ship & muster passengers to the cockpit
Step 2	Get passengers and crew to don life jackets.
Step 3	IF there is time to do so: Send distress signals Issue May Day radio call on channel 16 Call for assistance (EP.1-2)
Step 5	Turn of engine.
Step 6	Leave lights on + collect epirbs.
Step 7	Launch liferafts and abandon ship as safely as possible in the conditions of the circumstance. Do a headcount.
Step 8	Wait for assistance
Step 9	Report incident

Ep11. Engine Failure

Step	Activity
Step 1	Stop vessel by drifting to a stop if possible, anchor where appropriate
Step 2	Attempt to determine cause of failure
Step 3	Follow calling for assistance procedure EP.1-2 & prepare for a tow EP.14
Step 4	Report incident

Ep12. Steering Gear Failure

Step	Activity
Step 1	Stop vessel by drifting to a stop if possible, anchor where appropriate
Step 2	Locate emergency tiller in port side cockpit locker & attempt to regain steering control.
Step 3	Follow calling for assistance procedure EP.1 or EP.2
Step 4	Attempt to determine cause of failure
Step 5	Attempt to regain steering or anchor
Step 6	Report Incident

Ep13. Towing & Getting A Tow

Step	Activity
Step 1	Stop vessel by drifting to a stop if possible, anchor where appropriate
Step 2	Prepare towing line arrangement. Tow rope in fwd anchor locker. Keep passengers clear.
Step 3	Communicate with the vessel executing the tow to set up and be towed

Step 4	safely Report incident
--------	---------------------------

Ep14. Pollution/Spillage

Steps	Activity
Step 1	Stop vessel, disable auto bilge pump
Step 2	Attempt to determine cause and extent of pollution
Step 3	If cause of pollution identifiable and controllable: Control further pollution Collect waste/spill and contain for disposal at shore based facility Recover any containers and other floating debris Note position
Step 4	If assistance is required for a major loss of containment: Follow calling for assistance procedure EP.1-2 Assist with cleanup of pollution
Step 5	Report incident

Ep15. Blackwater system + Pump out

Steps	Activity
Step 1	Ensure aft head is the only head in use
Step 2	Ensure selector is selected to holding tank. Selector switch labelled 'holding tank'
Step 3	After use proceed to pump out facility. (Rose bay marina)
Step 4	Fit camlock waste pump adaptor to the aft-most deck filler fitting on the stbd side of the vessel inline with the mainsheet and traveller (Fitting is

	brass and stored in a ziploc bag under the cabin sole by the holding tank located in the aft cabin)
Step 5	Ensure no pollution during pump out. If this occurs follow E.P 14
Step 6	Log in the operations log

Ep16. Hi-Flo bilge & fire hose

Steps	Activity
Step 1	Turn on generator, follow O.P turning on generator
Step 2	Turn on breaker labelled 'Hi Flo Bilge' located fwd of the main instrument panel in the nav station
Step 3	Select Bilge or Fire on the ball valve located under the cabin sole between the nav station & galley and 1 panel forward of panel directly under main companionway stairs
Step 4	Select Bilge or Fire on the ball valve located in the aft cabin, stbd side in the large upright locker most forward. The valve is fitted inside the locker to the bulkhead that separates the saloon and the aft cabin.
Step 5	Ensure both valves are selected either Bilge or Fire simultaneously as necessary
Step 6	To activate or restart the pump use the switch located in the cabinet behind the nav table labelled 'safety equipment'. Press the button: Green - on Red - stop

Incident Reporting Form

INCIDENT REPORT FORM				
Type	Accident	Injury	Theft	Damage to property
Who was involved? Please include all people who were directly involved in the incident and, who is reporting this incident.	Person 1 involved Name Mobile Number Email Address			
	Person 2 involved Name Mobile Number Email Address			
	Who is reporting this incident? Name Mobile Number Email Address Student Staff Member Other please state.....			
When did the incident occur?	Date:		Time:	
Where did the incident occur?				
What happened?				
How did the incident occur?				

<p>If there was injury please include:</p> <p>What was the injury?</p> <p>Equipment involved?</p> <p>Damage to equipment?</p> <p>Please attach another sheet if more room is required and photos if possible.</p>	
If injured	If there was an injury, was there any treatment administered?

	First Aid Yes / No Administered by whom	
	Ambulance called Yes / No Hospital attended	
Name	Signature	Date
CEO Name	Signature	Date

Follow Up on Hazardous Occurrences & Non Conformances

No hazardous occurrences or non-conformances to report as of 28/8/17.

Maintenance Of Vessel & Equipment

Area of vessel	Item to inspect	Weekly	Monthly	Annual
Deck + Hull	Guardrail/Lifelines	y		
	Toe rail		y	
	Deck fittings		y	
	Winch fittings		y	
	Gates/ emergency escape routes		y	
Rigging/Sails	Baseplate + turnbuckles	y		
	Base of mast	y		
	Furler / Forestay	y		
	Condition of all lines/ropes	y		
	Condition of blocks, jammers + cleats	y		
Machinery/Propulsion	Main Engine service			y
	Gear Box + Oil		y	
	Propeller Shaft & coupling		y	
	Raw water discharge	y		
	Fuel tanks, fuel lines and valves		y	
	Fuel filter			y
	Oil filter			y
	Propeller + Anodes			y
Bilge + Fire Pumps	24v main bilge pump + strainer		y	
	220v fire hose test		y	
	220v hi flo bilge test		y	
	High water alarm		y	

Black & Grey water	Black water holding tank, fittings and valves	y		
	Macerator	y		
	Grey water fittings and valves	y		
Steering gear	Hydraulic Lines and Fittings		y	
	Rudder Stops			y
	Autopilot		y	
	Emergency Steering		y	
	Steering Rams and seals		y	
Navigation + Comms	VHF Radio			
	Satellite Navigation/GPS	y		
	Compass	y		
	Horn	y		
	Navigation Lights	y		
	Autopilot		y	
Under waterline /out of water	Anodes			y
	Bow thruster			y
	Water intake rose/grids			y
	Propellor			y
	Rudder			y

Safety Equipment List

Lifesaving

- Buoyant Appliance - 2x 6pax Karly floats + 4x 2pax lifebuoy
- Coastal Life Jackets - x 22
- Lifebuoy x 1 with Light
- Lifebuoy X 1 with buoyant line
- Heaving line with rescue quoit x 1

Distress signals

- Parachute Rockets x 3
- Red Hand-held flares x 2
- Hand-held orange smoke signal x 1
- V- Sheet

Fire fighting

- Machinery space ventilation shut offs
- Machinery Space fire port x 2
- Fuel supply shut off
- Fire Hose x 1
- 4.5 Kg Dry Chemical x 2
- Fire extinguisher in each cabin
- Fire Blanket x 1
- Fire Buckets x 2

Miscellaneous equipment

- Waterproof Torch x 5
- Appropriate day shapes
- NUC lights

Passenger Safety and Emergency

- Emergency Exit
- Passenger Safety Information
- Emergency steering gear

Safety and Environment Policy

The policy of Swanning around yacht charter is to provide healthy and safe working conditions for the staff, crew and passengers. We aim to maintain a safe and pollution free service that meets with the national and international regulations and relevant standards, codes and guidelines.

The Safety Management System describes the company's management system for the safe operation of its vessel and for pollution prevention.

We will;

- Apply safe practices in the working environment and vessel operation
- Establish safeguards against all identified risks to prevent or minimise their impact
- Continuously improve the Safety Management of the crew and vessel

This is achieved by;

- A drug and alcohol free workplace
- Conducting drills and review regularly to assess
- Maintaining high standards of safety consciousness and protection of the environment through regular training
- Encouraging the staff crew and passengers to think about safety and protecting the environment
- Informing all crew of any existing or potential hazards that may endanger them, persons in the vicinity, the vessel or the environment and the measures adopted to minimise these potential hazards and recording them in the risk register.
- Ensuring the crew understand and can follow proper procedures
- Continuously monitor the effectiveness of the SMS and review annually
- Follow all mandatory and relevant rules, regulations, codes and guidelines and standards including 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 Standard of Commercial Vessels; and the Marine Safety Regulation (Commercial vessels)
- All employees are expected to follow the rules, regulations and procedures at all times and to take the necessary precautions in the interests of human life, property and environment

Documentation

All necessary crew documentation kept on board in the desk in the aft cabin. This is to include crew training log, passenger docs & register & all ships manuals

Verification, Review And Evaluation

Last SMS Review & Update: 28/8/17

Review & Update by: Oliver Hirstwood, John Smith, Steve Capell