Activity scope
This document relates to curriculum activities involving power boats including recreational power boating and other educational activities in large craft. Large power boats refers to craft (greater than eight metres, and less than 12 metres and may have accommodation facilities) that are propelled by an inboard or outboard motor.

Special considerations
The location and conditions will have a large bearing on the safety and operation of the activity. Locations may be divided into three categories as follows:

- **Type 1** conditions: Vessel under 12 metres in length and operating in smooth or partially smooth waters, as defined by Maritime Safety Queensland (MSQ).
- **Type 2** conditions: Vessel under 12 metres in length and operating in open water up to 15 nautical miles offshore, as defined by MSQ.
- **Type 3** conditions: Vessel over 12 metres in length, as defined by MSQ.

Minimum activity-specific supervision
- Before departing, supervisors should be informed of their role, potential hazards and precautions to be taken.
- A minimum of two adults should be present in all conditions.
- In *Type 1* conditions, an adult present should have the ability to:
  - effect the recovery of a student from the water
  - perform first aid and cardiopulmonary resuscitation, and
  - use signalling devices needed in a distress situation (including marine radio and flares).
- In *Type 2* and *Type 3* conditions, both adults present should hold a senior first aid certificate and have the ability to:
  - effect the recovery of a student from the water
  - perform first aid and cardiopulmonary resuscitation
  - use signalling devices needed in a distress situation (including marine radio and flares), and
  - take control of the vessel.

Minimum activity-specific qualifications
The activity leader should be a registered teacher (or another adult) with demonstrated ability to undertake instruction and training in power boating who holds at least a Restricted Coxswain Certificate of Competency or equivalent, issued by MSQ.

Medium risk – smooth waters – enclosed and protected locations such as rivers, estuaries, lakes and dams. Partially smooth waters. Large areas of water with some lateral protection from the elements such as bays and breakwaters that can become choppy at relatively short notice.

- In *Type 1* Conditions, the leader must be a registered teacher (or adult) with a Restricted Coxswain certificate or equivalent.
- In *Type 2* Conditions, the leader must be:
  - a registered teacher with a Coxswain certificate or equivalent, OR
  - an adult who has a Restricted Coxswain certificate or equivalent if a Department of Education

- In **Type 3** Conditions, the leader should be:
  - a registered teacher with a Coxswain certificate or equivalent, appropriate to the vessel, **OR**
  - for vessels over 12m or operating more than 15 nautical miles from shore, a Master Class 5 qualification **or equivalent**, is required.

A **Boatsafe Training Provider is to be used by schools that issue boat licences to students.**

**Minimum activity-specific equipment/facilities**

- The vessel should:
  - be suitable for the activity
  - have appropriate hygiene facilities
  - provide accommodation to meet the needs of those participating
  - carry first aid equipment and consumable items appropriate to the activity
  - not be loaded in excess of its capacity
  - carry appropriate marine communications equipment.

- If a vessel is to be chartered, the teacher should:
  - carry appropriate marine communications equipment
  - sight a certificate of survey or confirm survey by contacting the [Department of Transport and Main Roads](https://www.qld.gov.au) (TMR)
  - be satisfied that the vessel is registered and is carrying the correct safety equipment and the required crew.

- If schools are using the vessel as passenger transport (e.g. City Cat, ferries), all vessels for public access are covered by TMR requirements.

- Craft that adhere to the following:
  - comply with Queensland Transport registration, maintenance and equipment requirements
  - any equipment hired for use in student instruction must have Australian Standard Certification and comply with the requirements of this Schedule.

If you require further information, contact MSQ on 13 74 68, or your [Maritime Safety Queensland regional office](https://www.qld.gov.au). Safety equipment requirements can also be downloaded from MSQ.

**Activity-specific hazards/risks and suggested control measures**


<table>
<thead>
<tr>
<th>National Standards for Commercial Vessels</th>
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<tbody>
<tr>
<td>For Outdoor and Environmental Education Centres and schools conducting educational programs using boats, a safety management system based on the <strong>National Standard for Commercial Vessels</strong> is required.</td>
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<tr>
<td>For schools using a commercial ship, the operator is required to have its own Safety Management System.</td>
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<tr>
<td>The documents required for a school’s boating safety management system are described in the following lists:</td>
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<tr>
<td><strong>Section A - Lines of Responsibility/Communication for a vessel</strong></td>
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<td><strong>Section B - Emergency procedures/policies to be developed for the vessel</strong></td>
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<td><strong>Section C - Operating records to be kept</strong></td>
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<td><strong>Section D - Certificates to be kept</strong></td>
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<td><strong>Section E - Operating Procedures/Polices to be developed for the vessel.</strong></td>
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</tbody>
</table>

If you require further information, contact MSQ on 13 74 68, or your [MSQ regional office](https://www.qld.gov.au).
Listed below are the documents required for all commercial vessels over 8m. These documents are required to be carried on the vessel. Add details of any other identified hazards/risks and additional controls you intend to implement in the note/free text section of the OneSchool risk assessment process.

**Safety Management System >8m (all documents)**

**Section A - Lines of Responsibility/Communication for a vessel**
- Safety and Environmental Policy
- Other relevant policies e.g. smoking, alcohol, overtime, staff private use of government gear, etc
- Ship profile – Name and contact details of owner, operator and master of vessel
- Job descriptions for the owner, operator and designated person
- Annual review and hazard occurrences
- Client/crew feedback.

**Section B – Emergency procedures/policies to be developed for the vessel**
- Emergency plans – fire onboard
- Emergency plans – person overboard
- Emergency plans – severe weather
- Emergency plans – personal injury/medical emergency
- Emergency plans – assembly stations
- Emergency plans – collision/grounding/flooding
- Emergency plans – abandon ship
- Emergency plans – emergency stations for crew.

**Section C - Operating records to be kept**
- Daily log (dated, signed by enterer and master)
- Maintenance schedule
- Slipping records
- Crew details
- Position of safety equipment on board
- Position of fire fighting equipment on board
- Position of miscellaneous equipment on board
- Risk register
- Technical details.

**Section D - Certificates to be kept**
- Certificate of compliance – safety equipment
- Certificate of compliance – survey
- Certificate of compliance – build
- Certificate of compliance – stability
- Certificate of compliance – design
- Ship survey checklist
- Survey report
- Shipping Inspector’s Record of Inspection
• Marine incident report
• Fire extinguishing equipment service certificate
• Advice from fire equipment service agent – maintenance schedule
• Report of incidents – both safety and environmental within 48 hrs (refer to s125 of the Transport Operations (Marine Safety) Act 1994 [TOMSA]).

Section E - Operating procedures/policies to be developed for the vessel
• Crewing numbers and qualifications
• Crew training record
• Crew induction record
• Trial crew/visitor agreement
• Crew training frequency policy
• Fatigue management
• Job description – master and crew
• Preparing for sea
• Watchkeeping
• Handling dangerous goods and hazardous wastes
• Manoeuvring the vessel and alternative steering arrangements
• Mooring
• Anchoring
• Towing
• Transferring people to and from the vessel
• Working aloft or overside
• Working with lines
• Operating plant machinery
• Fuelling, oil pollution prevention and response
• Entering and working in enclosed spaces
• Managing risks to the environment – disposal of garbage
• Managing risks to the environment – disposal of waste oil and grey water
• Managing risks to the environment – disposal of sewage
• Managing risks to the environment – minimising noise pollution
• Managing risks to the environment – minimising discharge to atmosphere
• Using lifting devices
• Cargo operations
• Managing stability
• Managing watertight integrity.

Specific documents only applicable to some ships
• Passenger Manifest (onboard and onshore with quick access)
• Verification of passenger numbers procedure (how do you make sure you haven’t left anyone behind)
• Certificates of compliance – load line
• Certificates of compliance – gas system
• Certificates of compliance – inflatable life raft
• Statement of compliance – open reversible life raft
• Certificates of compliance – machinery space fixed fire smoothing system
• Certificate for positive flotation in tenders
• Operating small boats
• Certificates of compliance – electrical inspection
• Certificate for positive flotation
• 18A Exemption authorisation
• Shore staff training record
• Certificate for rigging inspection
• Operational procedure for diving
• Certificate of inspection of parasailing equipment
• Restricted use flag authorisation
• Plan for managing high speed craft
• High speed safety certificate
• Requirements for F1 fast craft
• Pre-departure passenger briefing
• Passenger verification procedure
• Passenger manifest
• Trawler hookup procedure
• Wearing a lifejacket – fishing vessel
• Emergency plans – missing person or overdue tender.

NOTE: Education Queensland sites owning and operating vessels are required to hold all relevant documents for internal audit requirements.

Useful activity-specific links
• Australian Maritime Safety Authority (AMSA)  
• Department of Transport and Main Roads  
• Marine Teachers’ Association of Queensland  
• Maritime Safety Queensland  
• Queensland Outdoor Recreation Federation  

Relevant legislation
• Maritime Safety Queensland Act 2002 (Qld)  
• Maritime Safety Queensland Regulation 2002 (Qld)  
• **Navigation Act 1901 (NSW)**

• **Transport Operations (Marine Safety) Act 1994 (Qld)** – [TOMSA]

• **Transport Operations (Marine Safety) Regulation 2004 (Qld)**

• **Transport Operations (Marine Pollution) Act 1995 (Qld)**

• **Transport Operations (Marine Pollution) Regulation 2008 (Qld)**

• **Work Health and Safety Act 2011 (Qld)**

• **Work Health and Safety Regulation 2011 (Qld)**

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