



Safety Management System – Pontoon Boat

Vessel Name: HENDO

UVI: 465299

Manufactured: English Engineering, Cairns 2024

Owner's responsibility and authority statement

Sailability Cairns owns this vessel and will maintain the vessel in good repair and ensure it is fit for purpose. Sailability Cairns gives authority to approved, suitably qualified and experienced volunteers to use the vessel following a thorough induction.

Skipper's responsibility and authority statement

The skippers of this vessel acknowledge that they have been inducted on the use of this vessel. By operating the vessel, they declare their competence in managing the vessel in all reasonably expected circumstances and conditions. And, to use the vessel solely for its intended purpose and ensure that **safety is always front of mind**.

Skipper's Qualifications

- RMDL
- Completed and signed induction

Vessel Rules

1. Vessel must be driven by qualified and inducted skipper who has read and signed the SMS to acknowledge they have read and understood the document.
2. Vessel Logbook must be filled out at the start and finish of each trip and signed by the master.
3. Vessel must be adequately fuelled and fully functional before use
4. No drinking of alcohol or smoking is permitted while operating this vessel
5. Crew must always wear a life jacket, while operating vessel
6. This Safety Management System must be followed
7. Report any incidents, repairs or queries to the appointed committee member
8. Marine Incidents must be reported to Maritime Safety Queensland on Marine Incident Report Form F3071
[https://www.support.transport.qld.gov.au/qt/formsdat.nsf/forms/QF3071/\\$file/F3071_CFD.pdf](https://www.support.transport.qld.gov.au/qt/formsdat.nsf/forms/QF3071/$file/F3071_CFD.pdf)
9. In the event of an emergency use VHF Radio and call Cairns Vessel Traffic Service (Cairns VTS) first point of contact for marine emergency for police and ambulance assistance.



Table of Contents

Owner's responsibility and authority statement.....	1
Skipper's responsibility and authority statement.....	1
Skipper's Qualifications	1
Vessel Rules.....	1
Sailability Cairns / Vessel details.....	3
Responsible persons details / qualifications.....	4
Safety Equipment List.....	5
Safety Induction	6
Skipper/Crew Induction Log	7
Skippers Details/ Register.....	8
.....	9
Crew and Passenger List.....	9
Emergency plan; Adverse weather.....	10
Emergency plan; Collision	11
Emergency Plan; Fire	12
Emergency Plan – loss of power / flotation.....	13
Emergency plan - person overboard	14
Emergency plan; Injury/ Health Emergency	15
Incident register	16
Minor Incident Report Form.....	17
Incidents that require reporting to Maritime Safety Queensland (MSQ).....	18
RISK ASSESSMENT	19
Maintenance Log.....	20
SAFETY MANAGEMENT SYSTEM REVISIONS AND ANNUAL LEDGER.....	21

Version - 25_05_08



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Sailability Cairns / Vessel details

VESSEL DETAILS			
Vessel name:	HENDO	Unique Vessel Identifier:	465299
Vessel type:	Pontoon Boat	Vessel length:	5.95 m
Year of build:	2024	Vessel draught:	Less than 1m
Hull material:	Aluminium	Service category:	2E
Propulsion:	Yamaha 30 HP 6BTK 1003787	Serial number	6BTK 1003787
Maximum Passengers:	12 + 1 crew	Special conditions, exemptions:	

OPERATION SUMMARY	
Primary operating area	Smiths Creek/Cairns Inlet
Voyage duration	Day/overnight use (Not overnight)
Primary activity	Cruising for clients with disability, safety-support (back-up)

CONTACT DETAILS				
Association:	Sailability Cairns	c/- CCYS, Portsmith	Jeff Crofts 0412 930 441	jncrofts@bigpond.net.au
ABN:	31 684 910 298			
Vessel owner:	Sailability Cairns		As above	
Designated responsible person:	Jeff Crofts	c/- CCYS Portsmith	Jeff Crofts 0412 930 441	jncrofts@bigpond.net.au



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Responsible persons details / qualifications

Jeff Crofts

Mobile 0412 930 441

Sailability Cairns c/- CCYS, 42-48 Tingira Street, Portsmith Q 4870

President, Sailability Cairns

RMDL

Marine Radio Operator's Licence

Blue Card

Vessel-owner sign off

.....

Jeff Crofts, President, Sailability Cairns



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Safety Equipment List

The following safety items will be always on board,

- ✓ Fire Extinguisher
- ✓ Anchor
- ✓ Fenders
- ✓ Mooring lines
- ✓ Tow fittings
- ✓ Life Jackets – fitted before boarding
- ✓ Navigation lights

The following items must be carried:

Equipment	Smooth waters	Partially smooth waters	Beyond PSW/ open water
EPIRB or PLB			✓
Lifejackets	✓ Lifejacket level 50, 100, 150, 275 or level 50 special purpose	✓ Lifejacket level 100, 150, 275 or level 50	✓ Lifejacket level 100, 150, 275
Handheld electronic navigation device		✓	✓

The following items / procedures are recommended:

- ✓ Sunscreen, sunhat, and sunglasses (crew and passengers)
- ✓ Appropriate clothing and footwear
- ✓ Wheelchairs in brake position



Safety Induction

ITEMS OR SYSTEMS TO BE DISCUSSED
Has read and understood the 'skipper's responsibility and authority statement' from page 1
Maximum loading calculations formula followed (compensates for electric wheelchairs)
Wearing PFD at all times – crew and clients
Pre and post-launch checks
Vessel operating
Emergency MOB recovery point
Must carry handheld radio or mobile phone; operation onboard VHF radio;
Commonly used channels – Channel 72 for Sailability operations
Radio protocols
Fuel system / gauges
Battery charged
Fire extinguisher location and use
Fenders, mooring lines – carried and serviceable
Motor up / down test
Docking and loading procedures
General discussion on unauthorised activities
Highlight appropriate speed around other boats and in rough conditions.



Skipper/Crew Induction Log

Date Inducted:	Skipper / Crew Inducted:	Inducted by:	Position: (Skipper/Crew)	Qualifications Checked:	Signed to Confirm Induction:

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Skippers Details/ Register

SKIPPER DETAILS				
Name	Mobile No.	Email	Date joined vessel	Date left vessel
Jeff Crofts	0412 930 441	jncrofts@bigpond.net.au	May 2025	
Mark Grimston	0431 724 012	markgrimston@gmail.com	May 2025	
Andrew Marshall	0401 168 960	waltermitti1957@gmail.com		
Steve Chopping	0418 126 326	stevenchopping@netspace.net.au		
David Macbeth	0429 897 227	macbeth_ad@hotmail.com	May 2025	
Julia Mayo-Ramsay	0419 848 057	bodalla17@gmail.com		
Sam Lim	0449 683 049			
Sandy McEachan	0408 138 579	SandyM1958@outlook.com.au	May 2025	
Jason East	0427 317 448	wisway1@gmail.com		
Gordo Raleigh	0411 524 262	gordo.raleigh@gmail.com	May 2025	



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Crew and Passenger List

Date	Passenger name	Emergency contact number	PFD	Special requirements
ALL	AS PER DAILY WHITEBOARDS	DITTO	CHECK BY COORDINATOR/DECK HANDS/CREW	RECORD NEW SUPPORT WORKER NAMES – CONFIRM WITH REGISTRAR

Version - 25_05_08



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Emergency plan; Adverse weather

1. Weather forecast must always be noted (with local observations) prior to departure and visually monitored during the day
2. Advise OOD of observed changing conditions, especially lightning
3. Drive the boat to conditions
4. Should adverse conditions be experienced, return to base and disembark passengers
5. Assist other vessels if support boat requires back-up
6. When all passengers have disembarked return to berth or remain at base subject to weather

Complete incident register and form if appropriate.



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Emergency plan; Collision

1. Skipper to yell 'brace for impact' if a collision is imminent. (Note. There is little or no traffic on the reach that we cruise)
2. Post impact, immediately ensure motor is in neutral, or switched off.
3. Radio or call for assistance if required and practical (see emergency contacts page).
4. Check the well-being of crew and passengers on board your own vessel and prioritise the severity of any injuries.
5. Inspect your own vessel for any damage. If damage puts the vessel in danger of sinking or burning *activate emergency plan for flooding or fire*.
6. If there is no critical emergency on vessel, use the same guidelines for the other vessel if other parties are involved.
7. Critical damage to the boat that will likely cause further injury will need to be attended to first.
8. Attend to any injuries by either applying first aid or calling OOD (who will call an ambulance) and guiding it to base.
9. Details of any other parties involved should be collected, and no discussion about who was at fault should be entered into at this time.
10. Lines of communication with OOD or coordinator should be maintained where practical.
11. Fill out incident register and report form.

Complete incident register and form.



Emergency Plan; Fire

1. Raise the alarm with crew and move crew as far away from the fire if possible. People before property.
2. Position boat in relation to the wind where likelihood of injury/spread is minimised (most likely bow upwind).
3. If the fire source is the motor, switch off motor, turn off fuel flow, if possible, disconnect the fuel line if possible.
4. Engage use of fire extinguisher if necessary. Dousing with water is an alternative.
5. Use radio/phone to call for emergency assistance to OOD or coordinator if required.
6. Apply first aid and/or call ambulance.
7. If fire is out of control, prepare to abandon ship if necessary.

Complete incident register and form.



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Emergency Plan – loss of power / flotation

1. Investigate the source of loss or damage and mitigate if possible
2. Any loss of flotation should be minimal as each of the two pontoon logs has 5 separate sealed chambers
3. Call for emergency assistance if necessary
4. Advise OOD if you need support boat assistance
5. If support is not available, anchor or run ashore if possible
6. Seek OOD advice on transferring passengers – it may be prudent to delay
7. Plan pontoon boat retrieval with OOD and support boat

Complete incident register and form.



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Emergency plan - person overboard

1. Yell person overboard
2. Skipper appoints crew to continually point to the MOB's position.
3. Manoeuvre boat into a position to make a controlled approach to the MOB, likely to be from a downwind position.
4. Approach the MOB slowly and very carefully ensuring the boat doesn't risk injury to the person.
5. Ensure the MOB is nowhere close to the propellor, if so, the motor should be switched off immediately.
6. Communicate with the MOB and others as appropriate to ascertain they are free of injury that could be made worse by dragging them onto the boat. If an injury of that nature is evident then assistance may need to be called for.
7. Assuming the MOB is injury free, assist them to re-enter the boat, best achieved by grabbing the back of their lifejacket and lifting them in over the bow or side doors.
8. Ensure the MOB is kept warm, check for injuries, and apply first aid if applicable.
9. Alternatively, radio support boat for assistance. Support boat may affect recovery as per support boat procedures.

Complete incident register and report please!



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Emergency plan; Injury/ Health Emergency

Skipper to familiarise with any existing emergency policies that we may be operating under. You should be aware of details such as directions for calling ambulance.

Should an injury occur the severity of the injury must first be assessed.

For injuries deemed minor, first aid should be applied immediately, and an injury and minor incident report must be completed when ashore as soon as practical.

For any injury or onboard health emergency deemed to be serious or significant an ambulance should be called immediately and directed to a predetermined location that is easily accessed by both parties. OOD will direct after being alerted to situation.

Do not hang up on emergency services until directed to do so.

Emergency services call 000 or 112 or Cairns VTS Channel 12

Advise OOD of your intended response and the status of your patient as soon as possible.

Advise Sailability Queensland of the incident asap.

Fill out an incident report form and a Queensland Government 'Marine Incident Report' (provided in this SMS) and forward to Sailability Queensland.



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Incident register

Date of incident	Summary of incident	Incident report filed?	Risk assessment reviewed Yes / No	MSQ notified Yes / No

Version - 25_05_08



Minor Incident Report Form

Date:		Details of report author:	
Other party details:			
Describe the incident- what happened, when, where and how?			
What do you believe created the risk?			
What actions have you taken assist in the prevention of similar incidents?			
<i>Risk Assessment</i>		<i>Yes or no?</i>	
Have similar incidents occurred in the past?			
Was a risk assessment carried out for this activity?			
Did the risk assessment highlight any concerns with this activity?			
Risk assessment reviewed?			



Incidents that require reporting to Maritime Safety Queensland (MSQ)

Please contact Sailability Queensland or the staff of Australian Sailing (Brisbane office) immediately for assistance with incidents that require reporting to MSQ. A MSQ report form [https://www.support.transport.qld.gov.au/qt/formsdat.nsf/forms/QF3071/\\$file/F3071_CFD.pdf](https://www.support.transport.qld.gov.au/qt/formsdat.nsf/forms/QF3071/$file/F3071_CFD.pdf) is included below.

What is a reportable marine incident?

Boats with a Queensland registration

Under the Transport Operations (Marine Safety) Act 1994 (TOMSA), a marine incident is classified as an event causing or involving:

- the loss of a person from a ship
- the death of, or grievous bodily harm to, a person caused by a ship's operations
- the loss or presumed loss or abandonment of a ship
- a collision with a ship
- the stranding of a ship
- significant damage, or danger of significant damage, to a ship
- significant damage caused by a ship's operations
- danger of significant damage to a structure caused by a ship's operations.
- danger to a person caused by a ship's operations.

Form to be inserted in PDF document:

[https://www.support.transport.qld.gov.au/qt/formsdat.nsf/forms/QF3071/\\$file/F3071_CFD.pdf](https://www.support.transport.qld.gov.au/qt/formsdat.nsf/forms/QF3071/$file/F3071_CFD.pdf)



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RISK ASSESSMENT

This matrix shall be used to prioritise the implementation of control measures.

	Consequence				
Level of Injury	Injuries or ailments not requiring medical treatment.	Minor injury or First Aid Treatment Case.	Serious injury causing hospitalisation or multiple medical treatment cases.	Life threatening injury or multiple serious injuries causing hospitalisation.	Death or multiple life threatening injuries.
Action Required	Incident Report or Near Miss Report	Incident Report Review of Control Measures	Notify relevant Maritime authority or Work Cover Temporarily Discontinue Activities	Prepare for Intense public and media interest. Consult SQ	Prepare for Coroner's Enquiry

		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	6	7	8	9	10
Likely	4	5	6	7	8	9
Possible	3	4	5	6	7	8
Unlikely	2	3	4	5	6	7
Rare	1	2	3	4	5	6

Version - 25_05_08



Maintenance Log

Pontoon boat motor will need to be serviced in accordance with manufacturer's recommendations and recorded here.

General inspection for pontoon boat wear and tear should be completed before every use and items of concern recorded here.

Date	Issue	Reported by/to	Complete
TBA	Fitting, commissioning, testing, warranty issue by supplier fitter		
TBA	Anti-fouling		

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