



POLICIES and PROCEDURES

No 4I

Vessel Fire & Safety Compliance Procedure

Revision Status

Revision Status	Date of last Rev	Description of Revision(s)
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B	20-3-2012	Revised incorporating feedback comments where pertinent
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1.1 Objective

To provide all members with clear instructions associated with the minimum fire and safety compliance certification requirements required by the Club for any vessel utilising any of the Clubs marina facilities contained within EFYC's water bed lease.

1.2 General

The Club has a requirement that all members' vessels or vessels using the Clubs marina facilities be compliant with the Clubs Fire & Safety requirements, namely this policy.

This policy is a self-certification review which once completed by the vessel owner(s) is reviewed and checked for compliance by a nominated Club "Fire & Safety" officer(FSO).

This process is to be completed prior to;

- A vessel being accommodated in a Club pen or on a club mooring
- Tying to a Club jetty
- Taking water
- Pumping Sullage
- Connecting to Shore power
- Bunkering Fuel

After initial issuance, the process is repeated every three years. The Club maintains a Register of Compliance for all vessels and will advise the member when renewal is due.

Compliance with Fire and Safety requirements in no way intimates the vessel is sea worthy. This responsibility under Maritime Law is solely vested in the vessels skipper or master.

1.3 Fire & Safety Officers

Fire & Safety Officers (FSO's) are nominated and endorsed by the Mooring & Storage Committee. The Rear Commodore of Mooring & Storage will ensure that a minimum of three active and endorsed FSO's are available for compliance checks at any given time.

The Mooring & Storage Committee will seek out suitable candidates, provide appropriate training/support and will maintain a register of authorised FSO's. Current FSO's are detailed in Appendix A of this procedure.

1.4 Outline of Procedures for Compliance Checks

The Club Office maintains a software based register of current compliance and is responsible for;

- Advising members that their Fire & Safety compliance or compliance renewal is due.
- Provide any follow up with monthly reminders should they be required
- Follow up any work orders issued for a vessel to be compliant with requirements

On receipt of an advice from the Club that Fire & safety Compliance is due, the process is as follows;

1. Download this procedure document from the Club's website
 - a. <https://www.efyc.com.au/wp-content/uploads/2022/10/PPNo4h-Fire-Safety-Compliance-Procedure-Sept-2022.pdf>

Alternatively, contact EFYC Administration office during business hours and request by email or post, a copy of document to be forwarded to you.
2. Read the requirements contained therein and complete the "tick box" list of Fire & Safety Review Checklist contained in the Self-Assessment form at the rear of the document (Appendix B).
3. Once complete, contact one of the Club's volunteer Fire & Safety Officers (FSO's) listed in Appendix A, who will review and certify (at the vessel) the correctness of your "self-certified" Fire & Safety review at a mutually convenient time.
4. Correct any deficiencies or "Work Orders" issued by the FSO as a result of the review within the required 21 day period.
5. Get any corrected work order(s) re-reviewed on completion by a FSO

Once reviewed by an FSO, and on the assumption that all works orders are complete and subsequently re-inspected, the Club will issue a "Fire & Safety" compliance sticker which will be valid for a three year period.

1.5 Failure to Comply.

We seek the assistance of all members/users of the Club's facilities to promptly comply with the Fire & Safety requirements and minimise the imposition to all parties.

To this end, the Club keeps an up to date register of all vessels compliance currency and will email a renewal advice one month **before** expiry occurs. This should provide ample

time to rectify any non-compliance issues (if they exist) and for contact to be made with an FSO to inspect and ratify your self-certification.

History shows that on occasion, members “drag their feet” with regard to Fire & Safety compliance. The Club will send monthly reminders to the pen licensee confirming F & S compliance is outstanding. Failure to complete F & S in a timely fashion may result in instructions to remove the vessel from the Clubs facilities being issued.

We would encourage all members to complete their Fire & Safety compliance promptly and minimise the burden to the member, the Club and the volunteer FSO’s.

The “Failure to Comply” procedure is as follows (at the discretion of the Mooring & Storage and/or Executive Committee);

- The Club will issue a renewal notification one month prior to the vessels F & S expiry.
- The Club will continue to send monthly reminders confirming that F & S has expired and requesting it be completed.
- If a vessel fails an inspection and Work Order(s) are issued, the member has 21 days to rectify any non-compliance(s) scheduled therein.
- If, after 60 days from F & S expiry the licensee has not provided the Club with signed confirmation (from a listed FSO) of Fire & Safety compliance, the member will be requested to immediately remove their vessel from the Club’s facilities and the pen license may be cancelled.

Fire & Safety compliance has been developed to ensure the safety of all members’ vessels and protection of Club facilities. The Club is committed to its implementation. The Club has no wish to invoke any of the preceding items and we ask that you promptly action renewal upon receipt of an F & S compliance notification.

1.6 Fire & Safety Officer Procedure

Upon being contacted by a Club member the FSO will;

- Establish that the member has a copy of the Compliance Form and has satisfied himself that his vessel is generally in compliance.
- Explain that it is fundamentally a self-assessment process and that the FSO’s role is to review compliance, to assist and to answer any queries.
- Enquire if the member is satisfied that the vessel is compliant and if so;
- Establish a mutually agreeable time to meet on the vessel, go through the form together and carry out a visual inspection. If acceptable, the FSO will ensure the

- member understands it is self-assessment and countersigns the form accordingly. The FSO is there to assist and sign off on the member's declaration.
- If the vessel is non-compliant the FSO will record the reason on the form and return the form to the office. A "Works Order" will then be issued and the Office will follow up accordingly.
 - Once any works detailed on the "Works Order" have been completed, the member is required to again contact the FSO for re-inspection and verification.
 - Once a vessel is Fire and Safety compliant it is valid for a three year period. The member will be re-notified one month prior to compliance needing re-certification.

1.7 Compliance Guidelines & Information (Self-Assessment Form)

Section 1 – Owner & Vessel Information

This section provides general information including vessel name, owner(s) name(s), build material, DPI Registration No, Club pen number, type of power, type of fuel, date of initial & final review by the FSO.

Section 2 – Safety Equipment

This section confirms that minimum safety equipment is on board the vessel.

Compliance should not be construed that the vessel is safe to put to sea. Maritime law requires that the vessels master is solely responsible for the vessels condition and the safety of ALL crew

- Life Jackets – Life jackets are to comply with current Australian Standards. No life jackets are required to be sighted if the vessel is solely used in enclosed waters.
- Flares – Flares are to comply with current Australian Standards. No flares are required to be sighted if the vessel is solely used in enclosed waters.
- Fire Extinguishers – Extinguishers are to comply with current Australian Standards applicable for the extinguisher type. If the vessel is less than 7.5m, one extinguisher is required. If the vessel is over 7.5m, 3 are required. All extinguishers are to be located in conspicuous and easily accessible locations on the vessel.
- Bilges and bilge pumps are to be
 - Clean, free of flammables & adequately ventilated
 - Pumps are to be available and operational
 - Auto bilge pumps are to be on a separate circuit, direct to the batteries and properly fused
 - All vessels less than 7 meters – a bailing bucket is sufficient
 - All petrol powered vessels are to have operational bilge blowers fitted.

- All vessels fitted with inboard engines (petrol & diesel) are required to have a “BioSok” or similar biodegradable bilge sock fitted and maintained. We would ask all members to replace these socks when due (notwithstanding this compliance check is only every three years). Where deemed necessary the Club reserves the right to further inspect a vessels “BioSok” within the 3 year compliance renewals period.

Section 3 – Fuel Tanks & Fittings

The following items are inspected where applicable;

- Fuel tanks shall be constructed of an approved material to WA Department of Transport & applicable Australian Standards.
- Fuel tanks are to be vented to the outside of the boat. The outboard end of vent(s) to be covered with fine bronze mesh (90-100).
- That a deck filler is provided (filling of tanks through a deck plate over a tank opening located under is **strictly prohibited**).
- Tanks are fitted at the filler point with a flexible hose to guard against in line vibration failure. Positive screw type stainless clamps shall be used, double clamped at each end.
- All vessels shall be fitted with a fuel shut-off cock placed as near as possible to the fuel tanks (pet-cock and push-bar types are prohibited).
- All fuel lines to be sound and of appropriate material. Flexible connection to motor from hull point to be “Aeroquipe” type or approved fuel and fire resistant hose (plastic fuel lines are prohibited).
- Tank draw off lines shall be adequately secured with regard to chafing throughout their entire length.
- Electrical continuity shall be maintained from the deck filler to the tank and from the tank to the engine with insulated wire of not less than 2.5 Sq mm section (not applicable for plastic deck fillers).
- Carburetors are to be fitted with anti-flashback air cleaners. Up draught types to be fitted with spill tray under.
- Fuel level sight gauges are approved only for diesel fuel. Fuel cocks shall be fitted to the tank draw off and return points and shall be fitted with a device to return them automatically to the closed position when released.
- Sight gauges shall be of fuel and fire resistant hose secured by double screw action stainless hose clamps at each end.

- Fuel tanks shall not be mounted on or directly above inboard engines.
- Integral tanks where the hull forms one or more of the tanks sides are to be certified for use as fuel tanks by a suitably qualified surveyor.

Section 4 – 240v AC Installations

Where a vessel is fitted with fixed 240v AC appliances, the following shall be inspected where applicable;

- Mains voltage installations shall comply with Western Power Regulations and shall be installed by a suitably qualified electrician. Where required, electrical compliance certification may be requested.
- Flexible leads are to be heavy duty 15 amp double insulated 3 core flex with approved waterproof screw type connection to the jetty end. Shore power leads must not be water submerged between the pedestal and the vessel.
- All vessels berthed in the marina which are “hard wired with 240 volt electrical cable” are required to have a galvanic isolator (electrolysis blocker) fitted. The galvanic isolator is to be checked by the Fire and Safety Officer and is required to meet minimum Club standards.

Section 5 – Gas Installations

Where the vessel is fitted with permanent gas appliances, the following will require inspecting where applicable to indicate appropriate compliance;

- A Gas certificate is required to current Australian Standards.
- Sighting a compliance sticker or plaque on the vessel.
- An original, legible certificate from a qualified gas fitter confirming compliance.
- An original or copy of the certificate issued by the installing gas fitter or Office of Energy.
- If none of the above is available, a gas certificate is required confirming the installation is to current standards issued by a licensed gas fitter.
- Notwithstanding any of the above being provided, the FSO may request renewed compliance certification should they reasonably suspect the vessel is or may not be compliant.

Section 6 – Battery Chargers

Notwithstanding the Requirements of Section 5 above; where battery chargers are fitted, the following will be inspected;

- Battery chargers where permanently wired in circuit to be fitted with a fuse or circuit breaker to the AC current side of the circuit.
- Battery chargers fitted with approved PVC or TPS three core protected wire suitably protected in keeping with Australian Standards

Section 7 – Kerosene, Gas & other Flammables

Kerosene fridges and or petrol for lighting, cooking or heating are prohibited. All flammable liquids on board are to be kept in suitable containers.

Section 8 – Mooring Lines and Forsheda Compensators

Where vessels are accommodated within the Club marina facilities, the following require confirmation and inspection. Please refer to PP4 – Club Marina Usage Guidelines available at the Clubs website www.efyc.com.au/club/club_documents and scroll down to “Pen & Mooring Documents” or contact the office for further information.

- All pen/mooring lines are to be in good condition, not UV compromised and properly maintained with no knots throughout their length and are to be properly spliced.
- Ropes are to be of correct diameter for the vessel size in keeping with the following table.

Vessel Length	Rope Diameter (Based on Silver type Polyethylene Rope)
Up to 10m	14-16mm
10-12m	18-20mm
12m and bigger	22-24mm

- That Forsheda or Inmare (only) compensators are fitted to all ropes in keeping with the following **MINIMUM** requirements.

Vessel Length (m)	Forsheda Size	Rope Size -mm-	Suggested No of Turns	Max Extension on 1 turn	Max Extension on 2 turns	Max Force (N)
NA	MC-1	Not to be Used	NA	NA	NA	NA
<10m	MC-2	14-16mm	2	120mm	225mm	2500

10m+	MC-3	18-20mm	2	175mm	300mm	3500
12m+	MC-4	22-24mm	2	200mm	335mm	5000

- That all shackles and thimbles are in good condition & suitably moused

Section 9 – Batteries

Where a boat is fitted with batteries (ie a DC installation of less than 32volts) the following is to be confirmed and inspected;

- That the DC electrical installation is in good order and compliant with current Australian Standards.
- That batteries are firmly fixed, suitably ventilated and adequately restrained.
- That an isolating switch is fitted in an accessible position and should be as close to the batteries as practicable, allowing for a free flow of air. (Master switch shall be of an enclosed type).
- All wiring is to be sound, free of frayed or exposed wiring, properly fixed, clear of bilge water and fitted with suitable current protection on all circuits (rubber insulated cable is not permitted)
- That switch or power distribution boards shall be of fire resistant non-conducting material

1.7 Appendix A – Current Schedule of F & S Officers

The current Schedule of Fire & safety Officers is detailed below.

We would point out that all officers are volunteers and give up their free time to provide this important role.

We ask that this be respected when making arrangements with any Officer. Their time is certainly as important as yours!!

Colin Clifton	0407 961 688
Ian Bright	0421 954 530
Steve McWhirter	0413 443 071
Phillip Field	0411 422 006

East Fremantle Yacht Club



Appendix B-Fire & Safety Review Checklist

Section 1 - Owner & Vessel Information

a	Boat Name	
b	Owners Name(s) - Names of all Owners	
c	Construction Material	
d	DOT Registration No	
e	Propulsion (Inboard - Stern Drive - Outboard - Sail)	
f	Fuel Type	
g	Date of Initial Review	
h	Date of Final Review	

Section 2 - Safety Equipment



a	Life Jackets to current applicable Standards (NA if used in sheltered waters)		
b	Flares to current standards (NA if vessel is used in sheltered waters)		
c	Fire Extinguisher(s) to current standards		
d	Fire Extinguisher Quantity (Under 7.5m x1 Over 7.5m x 3)		
e	Extinguishers in a suitable accessible location		

Section 3 - Bilges



a	Are Bilges Clean, Free of Inflammables & well ventilated ?		
b	Are Bilge Pumps Operational ?		
c	Auto bilge pumps on separate circuit - fuse close to batteries ?		
d	Is Vessel under 7m ? - if so bucket in lieu of pumps is OK		
e	Are Extinguishers in a suitable & accessible location ?		

Section 4 - Fuel Tanks & Fittings



a	Fuel Tank Construction of suitable material & standard ?		
b	Are Fuel Tanks Vents Fitted? - Are they covered with fine mesh ?		
c	Is a Deck Filler Provided ? (Filling through a deck plate is prohibited)		
d	Tanks at filler point fitted with a hose to guard against vibration failure ?		
e	Is tank filler hose double clamped at each end?		
f	Is the vessel fitted with fuel shut off cocks, close to tank ?		
g	Are fuel lines sound, of suitable material ? (plastic lines are prohibited)		
h	Is a flexible hose connection fitted from the engine to the hull ? (Aeroquip Type - No plastic)		
i	Draw off lines adequate, secured throughout their length ? (No chaffing possible)		
j	Electrical continuity shall be preserved from deck filler to tank and tank to engine with insulated wire not less than 2.5mm section (NA for plastic fillers)		

		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
k	Carburettors fitted with anti flashback air cleaners ? (Updraft types to have tray under)		
l	Fuels level sight gauges are approved only for diesel. Cocks shall be fitted to the tank draw off & return points and shall be fitted with a device to return them automatically to the closed position		
m	Sight Gauges shall be fuel and fire resistant hose, double clamped at both ends		
n	Fuel tanks shall not be mounted on or directly above inboard engines		
o	Integral tanks where the hull forms one or more of the tanks sides require surveyor certification.		

Section 5 - 240 Volt Installations

		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
a	Mains voltage installation shall comply with Western Power regulations and shall be installed by a suitably qualified electrician		
b	Flexible leads are to be heavy duty 15 amp double insulated 3 core flex with approved waterproof screw type connection to the jetty end		
c	All vessels penned at the marina which are "hard wired" with 240v power are required to have a Galvanic Isolator fitted. The galvanic isolator is to be checked by the FSO and is required to meet minimum Club standards		

Section 6 - Gas Installations

		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
a	Gas certificate required confirming compliance with current code		
b	Is a compliance sticker affixed to the vessel ?		
c	Is an original certificate from a qualified gas fitter available?		
d	Is an original certificate from the gas fitter or Office of Energy available ?		
e	If none of the foregoing items available, a gas certificate indicating that the gas system is compliant with current standards is required		

Section 7 - Battery Chargers

		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
a	Battery chargers where permanently wired in circuit are to be fitted with a fuse or circuit breaker on the AC side of the circuit ?		
b	Battery chargers are to be fitted with approved TPS or PVC three core protected wire, suitably protected, where exposed		

Section 8 - Kerosene

		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
a	Kerosene fridges and petrol for lighting, cooking or heating are strictly prohibited		

Section 9 - Mooring Lines

		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
a	Are Pen/Mooring lines of suitable material and in good condition ?		
b	Are ropes of correct size for the length & weight of the vessel ?		
	0 - 5m Min dia 12mm		
	5 - 7.5m Min Dia 16mm		
	7.5 - 12m Min Dia 20mm		
	12 and larger Min Dia 24mm		

		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
c	Where Forsheda Compensator are fitted the following is required: Compliant ?		
	Forsheda No 2 >10m 14-16mm rope required		
	Forsheda No 3 10m plus 18-20mm rope required		
	Forsheda No 4 12m plus 22-24mm rope required		
d	Are shackles and thimbles in good condition and suitably moused ?		
e	Are all ropes spliced, no knots, single length, No UV Damage?		

Section 10 - Batteries

		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
a	Is the low voltage installation (ie less than 32vdc) in good order and compliant with current Australian Standards?		
b	Are Batteries suitably housed, ventilated and firmly fixed ?		
c	Is a battery isolating switch fitted in an accessible position, as close to the batteries as possible?		
d	Do the batteries (assuming they are vented) have adequate airflow ?		
e	Is LV wiring sound, free of frayed or exposed wiring, suitably fixed, clear of bilge water and fitted with suitable fuses or circuit breakers on all circuits?		
f	Are switchboards fitted with fire resistant non conducting material ?		

Section 11 - Rectification Works Prior to Fire & Safety Compliance

a	Works Required:
b	Works Required:
c	Works Required:
d	Works Required:
e	Works Required:
f	Work Order No Issued:

Section 12 - Club Review

		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
a	Boat Passed Initial Review		
b	Boat Passed Final Review		
c	EFYC F & S Officer Reviewer (Print)		
d	EFYC F & S Officer Signature		

Section 13 - Owners Declaration

I understand the aforementioned items where indicated as acceptable is not to be considered in any way a vessel condition report, nor is it a measure of the vessels safety or seaworthiness. Additionally it does not indicate compliancy with any State or Federal law or other rule or legislative requirement. It is produced solely for the Club to ascertain if it feels that the vessel is sufficiently safe to allow it to utilise the facilities of the Club. This statement confirms that I have read and understand my obligations as set out in this document and the supporting EFYC Fire & Safety Policy and undertake to maintain the vessel and all its equipment & systems in good order and condition at all times. I understand that proper maintenance and soundness of the vessel including all operational and safety equipment & systems whether underway or utilising any part of the Clubs facilities remain the complete and unlimited responsibility of the owner and or partners of the vessel.

Owners Signature: _____ Date: _____