**Domestic commercial vessel log and records**

**Gypsea 463754**

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# OWNER’S / MASTER’S RESPONSIBILITY AND AUTHORITY STATEMENT

**Responsibility and authority statement**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the Owner / Master is responsible for the safe operation of the vessel and the safety of the personnel onboard. The Owner / Master has the overriding authority and responsibility to make decisions with regard to the vessel’s safety and environmental protection.

The Owner / Master is responsible for:

* Holding and maintaining relevant AMSA certification;
* Identification of appropriate crew members;
* Induction and management of crew members;
* Monitoring vessel safety – taking into consideration the vessel’s capabilities, sea conditions and weather conditions;
* The purchase of equipment and supplies as required;
* Check and maintain lifesaving, medical, communication and firefighting equipment;
* Record keeping including logbook maintenance, vessel & equipment maintenance, non-conformances, hazards/risk assessment, incident reports and other relevant requirements;
* The registration of the vessel.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certification \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AMSA ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## Pre-operating check list

|  |  |  |  |
| --- | --- | --- | --- |
| **PRE-OPERATING / DEPARTURE CHECKLIST** | | | |
| **Engines** | **Yes** | **No** | **N/A** |
| Owner / Master / Engineer shall check fuel levels. Check for leaks including fuel. |  |  |  |
| **Pre-departure** | **Yes** | **No** | **N/A** |
| Sufficient stores and drinking water onboard for trip |  |  |  |
| Spare engine oil |  |  |  |
| Spare oil and fuel filters |  |  | Na |
| Master to check that all crew are fit for trip |  |  |  |
| All safety devices and equipment are located in designated spot |  |  |  |
| Radios and phones and/or satellite phone are in good working order |  |  |  |
| While at sea, regular check of radio and equipment including power source. Failures to be reported to Master and documented in logbook |  |  |  |
| Upon Masters instruction, crew shall release the ropes for departure |  |  | Na |
| **Batteries** | **Yes** | **No** | **N/A** |
| Master / Engineer to ensure all batteries are in good working order |  |  |  |
| **Recreational Use** | **Yes** | **No** | **N/A** |
| If the vessel is to be used for recreational purposes under Exemption 4, the Master will ensure that it’s not used for commercial, government or research activity. The Master will ensure that the vessel is in compliance with its maximum load, passenger restrictions and local recreational vessel requirements – except those requiring the vessel be registered as a recreational vessel or to meet Australian Builder’s Plate Requirement |  |  |  |
| The vessel’s safety management system is able to deal with the risks of operating the vessel for recreational use |  |  |  |
| Powered equipment, lifting equipment or other machinery that could pose a danger to passengers are secured and/or isolated from passengers |  |  |  |
| Any operation of the vessel for recreational purposes shall be recorded in the vessel’s logbook |  |  |  |
| **Refueling** | **Yes** | **No** | **N/A** |
| Vessel is securely moored |  |  | **na** |
| Engines / auxiliary / radios / radar / electrical are shutdown |  |  | **na** |
| Deck fittings are prepared |  |  | **na** |
| Spill material / extinguisher readied |  |  |  |
| Fuel tank breathers are clear |  |  |  |
| Correct PPE is worn |  |  |  |
| Nozzle grounded during filling |  |  | **na** |
| Monitor filling |  |  |  |
| Timer on during fill to avoid overfilling |  |  | **na** |
| Spill clean up |  |  |  |
| Tank caps and deck fitting have been resecured |  |  |  |
| Bilges and tanks checked for leaks |  |  |  |
| **Anchoring** | **Yes** | **No** | **N/A** |
| Briefing to be provided to deckhand(s) prior to anchoring operations |  |  |  |
| Anchor winch to be operated by Master / Engineer / nominated crew |  |  | **na** |
| As per Master, deckhand shall prepare the anchor for release, remove devils’ claw and await further instruction |  |  |  |
| As per Master, deckhand shall release gypsy brake and let chain/anchor release to required fathoms of chain |  |  |  |
| Re-tighten gypsy chain |  |  | **na** |
| Re-apply devils’ claw to take load from windlass |  |  | **na** |
| Master to maneuver vessel astern as appropriate |  |  |  |
| Master to monitor vessel holding position |  |  |  |
| Master to activate vessel radar and GPS anchor watch alarms |  |  | **na** |
| **Steaming** | **Yes** | **No** | **N/A** |
| Master to organize crew roster for steaming |  |  |  |
| Turn on watch guard |  |  | **na** |
| Set C plot alarm |  |  | **na** |
| Maintain visuals at all times |  |  |  |
| Turn radar on |  |  | **na** |
| Set personal phone alarms as backup |  |  | **na** |
| 2 people on watch within 15 miles of return to port |  |  |  |
| Master and another crew member on watch for last 10 miles of return to port |  |  |  |
| If fatigue has set in, take boat out of gear and turn on appropriate navigation lights and set radar alarm in case a vessel comes inside the ring and have a rest/sleep |  |  |  |

Master \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **PRE-OPERATING / DEPARTURE CHECKLIST** | | | |
| **Engines** | **Yes** | **No** | **N/A** |
| Owner / Master / Engineer shall check fuel levels. Check for leaks including fuel. |  |  |  |
| **Pre-departure** | **Yes** | **No** | **N/A** |
| Sufficient stores and drinking water onboard for trip |  |  |  |
| Spare engine oil |  |  |  |
| Spare oil and fuel filters |  |  | Na |
| Master to check that all crew are fit for trip |  |  |  |
| All safety devices and equipment are located in designated spot |  |  |  |
| Radios and phones and/or satellite phone are in good working order |  |  |  |
| While at sea, regular check of radio and equipment including power source. Failures to be reported to Master and documented in logbook |  |  |  |
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| **Refueling** | **Yes** | **No** | **N/A** |
| Vessel is securely moored |  |  | **na** |
| Engines / auxiliary / radios / radar / electrical are shutdown |  |  | **na** |
| Deck fittings are prepared |  |  | **na** |
| Spill material / extinguisher readied |  |  |  |
| Fuel tank breathers are clear |  |  |  |
| Correct PPE is worn |  |  |  |
| Nozzle grounded during filling |  |  | **na** |
| Monitor filling |  |  |  |
| Timer on during fill to avoid overfilling |  |  | **na** |
| Spill clean up |  |  |  |
| Tank caps and deck fitting have been resecured |  |  |  |
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| Fuel tank breathers are clear |  |  |  |
| Correct PPE is worn |  |  |  |
| Nozzle grounded during filling |  |  | **na** |
| Monitor filling |  |  |  |
| Timer on during fill to avoid overfilling |  |  | **na** |
| Spill clean up |  |  |  |
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| Re-tighten gypsy chain |  |  | **na** |
| Re-apply devils’ claw to take load from windlass |  |  | **na** |
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| Master to monitor vessel holding position |  |  |  |
| Master to activate vessel radar and GPS anchor watch alarms |  |  | **na** |
| **Steaming** | **Yes** | **No** | **N/A** |
| Master to organize crew roster for steaming |  |  |  |
| Turn on watch guard |  |  | **na** |
| Set C plot alarm |  |  | **na** |
| Maintain visuals at all times |  |  |  |
| Turn radar on |  |  | **na** |
| Set personal phone alarms as backup |  |  | **na** |
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| Master and another crew member on watch for last 10 miles of return to port |  |  |  |
| If fatigue has set in, take boat out of gear and turn on appropriate navigation lights and set radar alarm in case a vessel comes inside the ring and have a rest/sleep |  |  |  |

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Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Master induction checklist

|  |  |
| --- | --- |
| **VESSEL SAFETY INDUCTION CHECKLIST** | |
| **Safety Equipment – Location & Use** | **Complete**  **(✓ or x as required)** |
| EPIRB |  |
| Personal Floatation Device / Lifejacket |  |
| Life Ring |  |
| Flares |  |
| Fire Extinguisher (specific types & uses) |  |
| Life raft (if applicable) NA |  |
| First Aid Kit |  |
| Emergency Torch |  |
| Seasickness (precautions / remedies) NA |  |
| Marine Radio (or other communication device) |  |
| **Emergency Procedures** | **Complete**  **(✓ or x as required )** |
| Fire |  |
| Person Overboard |  |
| Personal Injury / Medical Emergency |  |
| Master Incapacitated |  |
| Vessel Collision |  |
| Vessel Grounding |  |
| Vessel Flooding |  |
| Loss of Steering |  |
| Adverse Weather Conditions |  |
| Other: |  |
| **Operational Procedures** | **Complete**  **(✓ or x as required )** |
| Safety Management System |  |
| Pre-operating Checks & Start Up |  |
| Stop / Start the Vessel (Engine) |  |
| No Go Areas NA |  |
| Secure Mooring of Vessel |  |
| Hook up/Snagging |  |
| Anchoring |  |
| Smoking & Mobile Phone Usage |  |
| Refueling |  |
| Spill Clean Up |  |
| Securing Caps/Tanks (refueling) |  |
| Removal of Portable Tanks from Vessel |  |

Master\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
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| **VESSEL SAFETY INDUCTION CHECKLIST** | |
| **Safety Equipment – Location & Use** | **Complete**  **(✓ or x as required)** |
| EPIRB |  |
| Personal Floatation Device / Lifejacket |  |
| Life Ring |  |
| Flares |  |
| Fire Extinguisher (specific types & uses) |  |
| Life raft (if applicable) NA |  |
| First Aid Kit |  |
| Emergency Torch |  |
| Seasickness (precautions / remedies) NA |  |
| Marine Radio (or other communication device) |  |
| **Emergency Procedures** | **Complete**  **(✓ or x as required )** |
| Fire |  |
| Person Overboard |  |
| Personal Injury / Medical Emergency |  |
| Master Incapacitated |  |
| Vessel Collision |  |
| Vessel Grounding |  |
| Vessel Flooding |  |
| Loss of Steering |  |
| Adverse Weather Conditions |  |
| Other: |  |
| **Operational Procedures** | **Complete**  **(✓ or x as required )** |
| Safety Management System |  |
| Pre-operating Checks & Start Up |  |
| Stop / Start the Vessel (Engine) |  |
| No Go Areas NA |  |
| Secure Mooring of Vessel |  |
| Hook up/Snagging |  |
| Anchoring |  |
| Smoking & Mobile Phone Usage |  |
| Refueling |  |
| Spill Clean Up |  |
| Securing Caps/Tanks (refueling) |  |
| Removal of Portable Tanks from Vessel |  |

Master\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **VESSEL SAFETY INDUCTION CHECKLIST** | |
| **Safety Equipment – Location & Use** | **Complete**  **(✓ or x as required)** |
| EPIRB |  |
| Personal Floatation Device / Lifejacket |  |
| Life Ring |  |
| Flares |  |
| Fire Extinguisher (specific types & uses) |  |
| Life raft (if applicable) NA |  |
| First Aid Kit |  |
| Emergency Torch |  |
| Seasickness (precautions / remedies) NA |  |
| Marine Radio (or other communication device) |  |
| **Emergency Procedures** | **Complete**  **(✓ or x as required )** |
| Fire |  |
| Person Overboard |  |
| Personal Injury / Medical Emergency |  |
| Master Incapacitated |  |
| Vessel Collision |  |
| Vessel Grounding |  |
| Vessel Flooding |  |
| Loss of Steering |  |
| Adverse Weather Conditions |  |
| Other: |  |
| **Operational Procedures** | **Complete**  **(✓ or x as required )** |
| Safety Management System |  |
| Pre-operating Checks & Start Up |  |
| Stop / Start the Vessel (Engine) |  |
| No Go Areas NA |  |
| Secure Mooring of Vessel |  |
| Hook up/Snagging |  |
| Anchoring |  |
| Smoking & Mobile Phone Usage |  |
| Refueling |  |
| Spill Clean Up |  |
| Securing Caps/Tanks (refueling) |  |
| Removal of Portable Tanks from Vessel |  |

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| **VESSEL SAFETY INDUCTION CHECKLIST** | |
| **Safety Equipment – Location & Use** | **Complete**  **(✓ or x as required)** |
| EPIRB |  |
| Personal Floatation Device / Lifejacket |  |
| Life Ring |  |
| Flares |  |
| Fire Extinguisher (specific types & uses) |  |
| Life raft (if applicable) NA |  |
| First Aid Kit |  |
| Emergency Torch |  |
| Seasickness (precautions / remedies) NA |  |
| Marine Radio (or other communication device) |  |
| **Emergency Procedures** | **Complete**  **(✓ or x as required )** |
| Fire |  |
| Person Overboard |  |
| Personal Injury / Medical Emergency |  |
| Master Incapacitated |  |
| Vessel Collision |  |
| Vessel Grounding |  |
| Vessel Flooding |  |
| Loss of Steering |  |
| Adverse Weather Conditions |  |
| Other: |  |
| **Operational Procedures** | **Complete**  **(✓ or x as required )** |
| Safety Management System |  |
| Pre-operating Checks & Start Up |  |
| Stop / Start the Vessel (Engine) |  |
| No Go Areas NA |  |
| Secure Mooring of Vessel |  |
| Hook up/Snagging |  |
| Anchoring |  |
| Smoking & Mobile Phone Usage |  |
| Refueling |  |
| Spill Clean Up |  |
| Securing Caps/Tanks (refueling) |  |
| Removal of Portable Tanks from Vessel |  |

Master\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Training induction record

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| **TRAINING & INDUCTION RECORD** | | | | |
| **Activity** | **Location** | **Name** | **Signature** | **Date** |
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## INCIDENT REPORTING FORMS

## INCIDENT ALERT AMSA Form 18

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**AMSA Form 18**

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**AMSA Form 18**

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**AMSA Form 18**

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## Incident Report AMSA Form 19

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## MAINTENANCE RECORD

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| **VESSEL & EQUIPMENT MAINTENANCE RECORD** | | | | |
| **Date** | **Item Description** | **Maintenance Conducted** | **Conducted By** | **Signature** |
| 10/11/2023 | Full service | **Fuel lines, engine fluids and parts,** | **Port drive marine** |  |
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| **CREW MEMBER DETAILS** | | | |
| **Master and Vessel Information** | | | |
| **Company:** | |  | |
| **Master:** | |  | |
| **Vessel Name:** | |  | |
| **Vessel ID:** | |  | |
| **Crew Member Details** | | | |
| **Name:** | |  | |
| **Position:** | |  | |
| **Contact Telephone Number:** | |  | |
| **Address:** | |  | |
| **Email Address:** | |  | |
| **Certificates Held:** | |  | |
| **Next of Kin** | | | |
| **Name:** | |  | |
| **Contact Number:** | |  | |
| **Join / Depart Vessel** | | | |
| **Date - Join Vessel** | **Date - Depart Vessel** | | **Signature** |
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| **CREW MEMBER DETAILS** | | | |
| **Master and Vessel Information** | | | |
| **Company:** | |  | |
| **Master:** | |  | |
| **Vessel Name:** | |  | |
| **Vessel ID:** | |  | |
| **Crew Member Details** | | | |
| **Name:** | |  | |
| **Position:** | |  | |
| **Contact Telephone Number:** | |  | |
| **Address:** | |  | |
| **Email Address:** | |  | |
| **Certificates Held:** | |  | |
| **Next of Kin** | | | |
| **Name:** | |  | |
| **Contact Number:** | |  | |
| **Join / Depart Vessel** | | | |
| **Date - Join Vessel** | **Date - Depart Vessel** | | **Signature** |
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| **CREW MEMBER DETAILS** | | | |
| **Master and Vessel Information** | | | |
| **Company:** | |  | |
| **Master:** | |  | |
| **Vessel Name:** | |  | |
| **Vessel ID:** | |  | |
| **Crew Member Details** | | | |
| **Name:** | |  | |
| **Position:** | |  | |
| **Contact Telephone Number:** | |  | |
| **Address:** | |  | |
| **Email Address:** | |  | |
| **Certificates Held:** | |  | |
| **Next of Kin** | | | |
| **Name:** | |  | |
| **Contact Number:** | |  | |
| **Join / Depart Vessel** | | | |
| **Date - Join Vessel** | **Date - Depart Vessel** | | **Signature** |
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| **CREW MEMBER DETAILS** | | | |
| **Master and Vessel Information** | | | |
| **Company:** | |  | |
| **Master:** | |  | |
| **Vessel Name:** | |  | |
| **Vessel ID:** | |  | |
| **Crew Member Details** | | | |
| **Name:** | |  | |
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| **Contact Telephone Number:** | |  | |
| **Address:** | |  | |
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| **Name:** | |  | |
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| **VESSEL LOG** | | | | |
| **LFB** |  | | **MASTER:** |  |
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| **Date** | **Time** | **Event** | **Comment** | |
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| **VESSEL LOG** | | | | |
| **LFB** |  | | **MASTER:** |  |
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| **VESSEL LOG** | | | | |
| **LFB** |  | | **MASTER:** |  |
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## Skippers cards

A close-up of a identification card

Description automatically generated

A close-up of a person's face

Description automatically generated

## Australian 406 MHz Distress Beacon

Dear beacon owner,

The extract below confirms your beacon registration details, which we would like you to review.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Contact Details** | | **Phone** | | **Email** | |
| Graham MACKERETH PO Box 5502 BROOME, WA, 6725 | | (H) 0451113850 (W) 0451113850 (M)  0451113850 | | laracs1@outlook.com | |
| **Emergency Contacts** | **Home Phone** | | **Work Phone** | | **Mobile Phone** |
| Linda Mackereth |  | |  | | 0420393737 |

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| --- | --- | --- | --- | --- | --- | --- |
| **Registered** | **Beacon Hex ID/UIN** | **Serial Number** | **Beacon Model** | **Craft Name** | **Reg/Callsign** | **Reg. Expiry** |
| 15/09/2019 | 3EEC9A979EFFBFF | 1902524931 | MT406G GPS EPIRB | Gypsea | WA | 15/09/2021 |

Further information about distress beacons, updating your beacon registration details, adding trip details or uploading photos of your vessel, vehicle or aircraft is available at [www.amsa.gov.au/beacons](https://nam10.safelinks.protection.outlook.com/?url=www.amsa.gov.au%2Fbeacons&data=02%7C01%7C%7Ce72c6ae7f65d4617acea08d7398d49e5%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637041151310959870&sdata=oQUqPW0mYfDtShA3QUIW6zoaZ%2F2kbV1gwvfNM2j%2FTUw%3D&reserved=0).

Thank you for your cooperation.

**Australian 406 MHz Distress Beacon and MMSI Register**

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Vessel plateA sign on a wall

Description automatically generated

## Engine plate

A black and white label on a black surface

Description automatically generated

## Last Service history

A paper with text on it

Description automatically generated