



**Cockburn Power Boats Club Inc.**

**Fire & Safety Compliance  
Policy and Procedure  
(Pens)**

**Rev 1 update at 17 June 2021**

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## **1. Objective**

To provide all Members with clear instructions associated with the minimum fire and safety compliance requirements of the Club for any watercraft utilising Pen facilities on paid allocated or paid/complimentary temporary basis.

## **2. General**

The Club has a requirement that all Member's watercraft or watercraft using the Pen facilities are compliant with its Fire & Safety requirements, namely this Policy.

The Policy includes a self-assessment procedure which once completed by the watercraft owner(s) is reviewed and checked for compliance by a nominated Club "Fire & Safety Representative". Details are then updated or entered onto the Compliance Numbers Register.

This process is to be completed prior to;

- A watercraft occupying a Club Pen.
- Tying to a Club jetty (excluding launching and retrieval from a trailer).
- Connecting to shore power provided at the Club Pens.

After initial issuance, the process is repeated every three years. The Club maintains a register of Compliance Numbers and will advise the Member when renewal is due.

A Fire & Safety Policy Compliance phase in period for temporary Pen and tie-up users will apply to 29 Oct 2021.

## **3. Fire & Safety Representatives**

Fire & Safety Representatives (FSR's) are endorsed by the Management Committee. FSR's are available for compliance review and checks at reasonable and mutually agreed times.

The General Manager and Commodore will seek suitable candidates, provide appropriate training/support and will maintain a register of FSR's. Current FSR's are detailed in Appendix A.

## **4. Outline of Procedure for Compliance Checks**

The Club office maintains a register of current Compliance Numbers and is responsible for;

- Advising Members that their Fire & Safety Policy compliance renewal is due.
- Providing any follow up should it be required.
- Issuing Numbers.

On receipt of an advice from the Club that Fire & Safety Policy compliance is due, the procedure is as follows;

- Download this document (and the **Fire & Safety Compliance Policy and Procedure Self-Assessment form**) from the Club's website at [www.cpb.org.au](http://www.cpb.org.au). Select "Downloads" and then "Forms" where both are available in PDF format.

Alternatively, contact the Club office during business hours and request a copy by email or post.

- Read the requirements contained in the documents and complete the "tick box" list of review items detailed in the **Fire & Safety Compliance Policy and Procedure Self-Assessment form**.
- Contact one of the Club's Fire & Safety Representatives (FSR's) listed in Appendix A, who will review and check your Fire & Safety Policy Self-assessment checklist (at the watercraft within Club grounds) at a mutually convenient time and advise acceptance or otherwise.
- Correct any deficiencies or "Work Orders" issued by the FSR as a result of the review and checks within the required 14 day period (or as may be extended by written request).
- Get any corrected Work Order(s) reviewed on completion by a FSR.
- Once final sign off is completed by a FSR, the Club will issue a "Fire & Safety Policy Compliance" Number which will be valid for a three-year period.

## 5. Failure to Comply

The assistance of all Member users of the Club's Pen facilities to promptly comply with the Fire & Safety Policy requirements and minimise any delays is anticipated.

The Club maintains an up to date compliance register and will forward a renewal advice one month **before** expiry occurs. This provides ample time to contact a FSR to review, check and ratify your self-assessment and for you to rectify any non compliance issues, if they exist.

The Club encourages all Members to complete their Fire & Safety Policy compliance promptly if use of the Pen facilities is foreseen.

The "Failure to Comply" procedure is as follows (at the discretion of the Management Committee);

- The Club will issue the renewal notification one month prior to compliance certification expiry.
- If the Member fails to contact a FSR to arrange a review/ratification within 30 days of the date of the renewal notification, then certification will no longer be valid. A second follow up letter will be forwarded by the Club where the Member

will be reminded of the expiry and invited to initiate the Fire & Safety Policy “self assessment” and review process promptly.

- If a watercraft fails FSR review/checks, a Work Order is issued, giving the Member 14 days to rectify any non-compliance(s).
- If no satisfactory response is received thereafter, Permanent Pen occupancy status may revert to “temporary” which will incur additional fees.
- If still no satisfactory response is received, the watercraft owner will be instructed to remove the watercraft from the Pen and their Pen License will be cancelled (where applicable).

Fire & Safety Policy compliance has been introduced to minimise the risk to Member’s watercraft and the Club facilities. The Club is committed to its implementation. The Club has no wish to invoke any of the preceding penalties on any Member. We therefore request that all Member users promptly attend to any Fire & Safety Policy compliance notification.

## **6. Fire & Safety Representative Procedure**

When contacted by a Member the FSR will;

- Establish that the Member has a copy of the Self Assessment form and is satisfied that their watercraft is generally in compliance.
- Explain that it is fundamentally a self-assessment process and that the FSR’s role is to review/check compliance, assist the Member where required and answer any queries.
- Establish a mutually agreeable time to meet at the watercraft (within Club grounds), go through the documentation together and carry out a visual inspection. If acceptable, the FSR will ensure the Member understands it is a self-assessment process and countersigns the form accordingly. The FSR is there to assist and sign off on the Member’s declaration of compliance.
- If the watercraft is non-compliant the FSR will record the reason on the appropriate form and return that form to the Club office. A “Works Order” will then be issued and the Club will follow up accordingly.
- Once any work detailed on the “Works Order” has been completed, the Member is required to again contact the FSR for further review and verification.
- Once a watercraft is compliant, a Fire & Safety Policy Compliance Number is issued by the Club and is valid for three years from the date of issuance.

## **7. Compliance Guidelines & Information**

### **a. Owner & watercraft information**

This section provides general information including the watercraft name, owner(s) name/s, build material, DoT registration No, type of

power (inboard or outboard), fuel type, date of initial & final review by the FSR.

**b. Bilges**

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 24-hour circuit, direct to the batteries and properly fused.
- All petrol-powered watercraft with inbuilt fuel tank/s are to have operational bilge blowers fitted.
- All watercraft fitted with inboard engines (petrol & diesel) are required to have biodegradable bilge sock/s which are maintained. We 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 watercrafts bilge sock within the compliance renewal period.

**c. Fuel tanks & connections**

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 vent is to be clear of restriction and filtered.
- Sealed deck filler/s is/are to be installed and in good condition.
- Tanks are to be fitted at the filler point with flexible hose to guard against vibration failure. Positive screw type stainless clamps shall be used to ensure correct sealing.
- All fuel lines to be sound and of appropriate material. Flexible connection to motor from hull point to be "Aeroquip" type or approved fuel and fire resistant hose (plastic fuel lines are prohibited).
- Tank draw off lines shall be adequately secured with regard to prevent 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 square mm section (not applicable for non conductive deck fillers and tanks) for petrol fuelled watercraft.
- Carburettors and fuel injected model air intake throttle bodies are to be fitted with anti-flashback air cleaners/spark arrestors.
- Fuel level sight tubes are permitted but must be of commercial manufacture and installed/secured per the manufacturer's recommendations.
- 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 an appropriately qualified surveyor or engineer (hull or tank manufacturer should be able to confirm specification).

**d. Electrical Installations (higher than 32 Volt)**

Where a watercraft is fitted with fixed appliances, the following shall be checked where applicable;

- Members are encouraged to ensure installations comply with Western Australian regulations.
- Flexible extension leads are to be heavy duty 15 amp double insulated 3 core flex with approved waterproof screw type connection to the jetty end (screw type connections can be purchased from the Club office if required).
- Watercraft penned at the Club marina fitted with fixed shore power connection are required to have a galvanic isolator (electrolysis blocker) fitted. The galvanic isolator is to be checked by the Fire and Safety Representative and is required to be operational.

**e. Gas Installations**

Where the watercraft is fitted with permanent gas appliances (fixture/s) or where portable gas appliances (generally cookers/BBQ's) are used, the following will require checking to confirm appropriate compliance.

- A Gas Certificate (for the installation and connection) is required to current Australian Standards.
- Sighting of a Gas Safety Certified compliance sticker or plaque on the watercraft appliance/s.
- If either one of the above is not available, all non compliant appliances and/or fixtures must be made inoperable until a Gas Certificate is obtained.
- All portable gas appliances must be Gas Safety Certified.
- The use of all gas cylinders must comply with applicable safety standards (i.e. – test date must not have expired. i.e. not to exceed 10 years).

#### f. Battery Chargers

Notwithstanding the Requirements of **d.** above, where battery chargers are fitted, the following is to 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 are to be fitted with approved PVC or TPS three core protected wire suitably protected in keeping with Australian Standards.
- Connection and operation of Solar charge controllers is to be in accordance with the manufacturer's recommendations.

#### g. Kerosene & other flammables used for lighting, heating, refrigeration and cooking

Kerosene fuelled fridges and or petrol for lighting, cooking or heating are **strictly prohibited**.

Cookers using methylated spirits and heaters using diesel are permitted provided their installation and operation are in accordance with the manufacturer's recommendations.

All flammable liquids on board are to be kept in containers compliant with Australian Standards.

#### h. Mooring lines

Where watercraft occupy Pens within the Club marina facilities, the following require confirmation and inspection.

- All Pen/mooring lines are to be in good condition, properly maintained and without knots. All lines are to be properly spliced.
- Ropes are to be of correct diameter for the watercraft size in keeping with the following table (as a minimum).

Watercraft Length	Minimum Rope Diameter (Based on Silver type Polyethylene Rope)
Up to 8m	12mm
8-10m	14mm
10-12m	16mm
12-15m	18mm

#### i. Batteries

Where a watercraft is fitted with batteries (i.e. a DC installation of less than 32 volts) the following is to be confirmed and inspected;

- That the DC electrical installation is in good order and compliant with current Australian Standards.
- That the battery/ies are firmly fixed 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.
- That switch or power distribution boards shall be of fire resistant non-conducting material.



# Cockburn Power Boats Club Inc.

## Fire & Safety Compliance Policy and Procedure (5 Jan 2021)

### Appendix A – Current Schedule of Fire & Safety Representatives

The current Schedule of Fire & Safety Representatives is detailed below.

We note that all Fire & Safety Representatives are volunteers and give up their free time to perform this important role.

Name	Mobile Number	Comments
<u>Rod Bonser</u>	<u>0427 449 323</u>	

<u>Bill Woodthorpe</u>	<u>0412134103</u>	
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Name	Mobile Number	Comments
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