# Cockburn Power Boats Club Inc.

## Fire & Safety Compliance Policy and Procedures (Pens) - Appendix B

## Fire & Safety Compliance Policy Self Assessment Checklist - Updated Rev 1 17 June 2021

**Section 1 - Owner & watercraft information**

| | | |
|---|---|---|
| **a** | Owner's Name and Club Membership Number | |
| **b** | Boat manufacturer | |
| **c** | Hull construction material | |
| **d** | DoT registration number and expiry date | |
| **e** | Name of Watercraft | |
| **f** | Propulsion type (Inboard - Stern Drive, Outboard or Sail) | |
| **g** | Fuel type (petrol, diesel, gas, etc.) | |
| **h** | Date of Self Assessment | |
| **i** | Date of Club Fire & Safety Representative Review | |

| **Section 2 - Bilges** | | **X** | **✓** | **NA** |
|---|---|---|---|---|
| **a** | Are bilges clean, free of uncontained/unsecured flammables & well ventilated? | | | |
| **b** | Is/are bilge pump/s fitted and operational? | | | |
| **c** | Is/are auto bilge pump/s on a separate fused circuit/s? | | | |
| **d** | Is/are bilge blower/s installed and operational? | | | |
| **e** | Is/are bilge sock/s available and maintained? | | | |

| **Section 3 - Fuel Tanks & Connections** | | **X** | **✓** | **NA** |
|---|---|---|---|---|
| **a** | Fuel tank construction material and approximate capacity? | | | |
| **b** | Is/are fuel tank/s vented with required vent/s? | | | |
| **c** | Is/are fuel tank filling point/s correctly sealed? | | | |
| **d** | Is/are tank filler hose/s of appropriate material type and secured to prevent chafing? | | | |
| **e** | Are fuel hoses in good condition, of suitable material (plastic hoses are prohibited) and correctly secured? | | | |
| **f** | Is electrical continuity established and preserved (for petrol fuelled watercraft), from fuel filler/s to tank/s and from tank/s to engine with insulated wire not less than 2.5mm section. N/A for non conductive fillers and tanks. | | | |
| **g** | Is/are anti flashback/spark arrestor air cleaner/s fitted to carburettor/s or air intake throttle bodies? (Updraft carburettor types to have a spill tray underneath) | | | |
| **h** | Is/are commercially manufactured fuel level sight tube/s installed? | | | |
| **i** | Have permanently installed fuel tank/s been inspected for corrosion, damage, cracks and leaks? | | | |

| Section 4 - 240 volt electrical installations | | x | ✓ | NA |
|---|---|---|---|---|
| a | Extension leads are to be commercially available heavy duty 15 amp double insulated 3 core flex type fitted with approved waterproof screw type connection at the jetty end - tagged & tested annually by a suitably qualified electrician. Do yours comply and are they tagged current? | | | |
| b | If you have 240v AC shore connection/s to permanently installed appliances do you have a Galvanic Isolator fitted and has it been checked by the Fire & Safety | | | |

| Section 5 - Gas Installations | | x | ✓ | NA |
|---|---|---|---|---|
| a | For permanent gas installations, do you have a Gas Certificate confirming installation compliance? | | | |
| b | For all gas appliances, is the Australian Gas Safety Certification label affixed? | | | |
| | | | | |

| Section 6 - Battery Chargers | | x | ✓ | NA |
|---|---|---|---|---|
| a | Does your permanently installed 240 Volt battery charger have a fuse or circuit breaker on the AC side of the circuit? | | | |
| b | Is/are your 240 Volt battery charger/s fitted with approved TPS or PVC three core protected wire, with suitably protected connections? | | | |
| c | Is/are your solar panel battery charge controller/s connected per manufacturer's recommendations? | | | |

| Section 7 - Kerosene & other flammables used for lighting, refrigeration, heating and cooking | | x | ✓ | NA |
|---|---|---|---|---|
| a | Is/are your methylated spirits cooker/s used in accordance with manufacturer's recommendations? | | | |
| b | Is/are your diesel fuelled heater/s installed and used in accordance with manufacturer's recommendations? | | | |

| Section 8 - Mooring lines | | | | x | ✓ | NA |
|---|---|---|---|---|---|---|
| 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 ? | | | | | |
| | < 8 metres | Min diameter | 12mm | | | |
| | < 10 metres | Min diameter | 14mm | | | |
| | <12 metres | Min diameter | 16mm | | | |
| | <14 metres | Min diameter | 18mm | | | |
| c | Are all rope ends spliced ? | | | | | |

| Section 9 - Battery/s | | x | ✓ | NA |
|---|---|---|---|---|
| a | Is/are battery/s suitably housed and secured? | | | |
| b | Is/are battery isolating switch/s fitted in an accessible position, as close to the battery/s as possible? | | | |
| c | Do/does the battery/s have adequate airflow? | | | |
| d | 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? | | | |

**Section 10 - Rectification Works Prior to Fire & Safety Compliance Number issue (if applicable)**

| | |
|---|---|
| **a** | Works Required: |
| **b** | Works Required: |
| **c** | Works Required: |
| **d** | Works Required: |
| **e** | Works Required: |
| **f** | Works Required: |
| **g** | Works Required: |
| **h** | Works Required: |
| **i** | Works Required: |

| **Section 11 - Club Review** | | **X** | **✓** | **DATE** |
|---|---|---|---|---|
| **a** | Passed Initial Review | | | |
| **b** | Passed Final Review | | | |
| | CPBC F & S Representative Reviewer Name (Print) | | | |
| | CPBC F & S Representative Reviewer Signature | | | |

**Section 12 - Owners Declaration**

*I understand the aforementioned items where indicated as acceptable is not to be considered in any way a watercraft condition report, nor is it a measure of the watercrafts safety or seaworthiness. Additionally, it does not indicate compliance with any State or Federal law or other rule or legislative requirement. It is produced solely for the Club to ascertain that the watercraft is sufficiently safe to enable its use within the Pen facilities of the Club. This statement confirms that I have read and understand my obligations as set out in this document and the supporting CPBC Fire & Safety Compliance Policy and Procedures and that I undertake to maintain the watercraft and all its equipment & systems in good order and condition at all times. I understand that proper maintenance and soundness of the watercraft 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 of the watercraft.*

**Owner's Signature:** **Date:**

**IMPORTANT - once you have completed the above self assessment, you are required to**

**contact our Fire & Safety Rep - Ross Dalwood 0412 527 180**

**and arrange to meet to finalise your Fire & Safety.**

**Office Use Only**

Form received in office ……/……/…… F & S Number Allocated ……/……/……

Work order issued ……/……/…… F & S Compliance Number letter isssued ……/……/…….