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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.

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
- Plugging into Shore power
- Bunkering Fuel

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

The issuance of a Club Fire and Safety Certificate 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 register of current certificates and is responsible for;

- Advising members that their Fire & Safety compliance or compliance renewal is due.
- Provide any follow up should it be required
- Issue Certificates and Fire & Safety compliance stickers

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

1. Download this document (which includes the self-certification form) from the Club's website at www.efyc.com.au. Follow the link to "Club Documents" where it is available for download in a PDF format.

Alternatively, contact EFYC Administration office during business hours and request by email or post, a copy of the document to be forwarded to you.

2. Read the requirements contained herein and complete the "tick box" list of review items detailed in Appendix C.
3. 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 final sign off is completed by an FSO, 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 forward 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 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 which has necessitated a sequence to be put in place which initially commences with a reminder and may ultimately result in instructions to remove the vessel from the Clubs facilities.

The Club encourages 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 the renewal notification one month prior to F & S expiry.
- If the member fails to contact a FSO to arrange an inspection/ratification within one month, a second follow up letter will be forwarded by the Club.
- If a vessel fails an inspection, a Work Order is issued, giving the member 21 days to rectify any non-compliance(s).
- If after one month following issue of the second “follow up” letter there is no satisfactory response, access to the lower car park, fuel and POS system will be suspended
- If no satisfactory response is received thereafter, pen or mooring status may revert to “provisional” or “temporary” which may incur additional fees.
- If no satisfactory response is then received, the vessel owner will be instructed to remove the vessel from the Club facility and the pen license may be cancelled.

Fire & Safety compliance has been developed to ensure the safety of all members’ vessels and the Club facilities. The Club is committed to its implementation. The Club has no wish to invoke any of the preceding items on any member. We therefore request that all members/users promptly action renewal upon receipt of an F & S compliance notification.

1.6 Fire & Safety Officer Procedure

Upon being contacted by a 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, assist the member where required 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 at the vessel, go through the form together and carry out a visual inspection. If acceptable, the FSO will ensure the member understands it is a self-assessment process and countersigns the form accordingly. The FSO is there to assist and sign off on the member's declaration of compliance.
- If the vessel is non-compliant the FSO will record the reason on the form and return the form to the Club office. A "Works Order" will then be issued and the Club 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 compliant, a Fire & Safety Compliance sticker is issued by the Club and is valid for three years.

1.7 Compliance Guidelines & Information

Section 1 –Owner & Vessel Information

This section provides general information including vessel name, owner(s) name, 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 sea safe. 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 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” biodegradable bilge sock fitted and 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 vessels “BioSok” within the 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).
- A deck filler is to be 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 “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 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 plastic deck fillers) for petrol boats.
- 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 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.
- Flexible leads are to be heavy duty 15 amp double insulated 3 core flex with approved waterproof screw type connection to the jetty end (which can be purchased from the Club office if required)
- All vessels penned 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 6 – 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 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 and issued by a licensed gas fitter.

Section 7 – 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 8 – Kerosene & 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 9 – 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 or the office for further information.

- All pen/mooring lines are to be in good condition and properly maintained with no knots. All lines and are to be properly spliced.
- Ropes are to be of correct diameter for the vessel size in keeping with the following table (as a minimum).

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 compensators are fitted where required 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 & MC-2	Not to be Used	NA	NA	NA	NA
<12m	MC-3	18-20mm	2	175mm	300mm	3500
12m+	MC-4	22-24mm	2	200mm	335mm	5000

- That shackles and thimbles are in good condition & moused

Section 10 – Batteries

Where a boat is fitted with batteries (i.e. 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 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

1.8 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 Club 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!!

Mal Stone	0438 445 466
Geoff Matthews	0418 915 599
Colin Clifton	0407 961 688
Bruce Winterford	0417 935 189
Peter McMerrin	0417 777 571
Laurie Huck	0407 195 146
Gary Griffiths	0418 927 405

1.9 Appendix B – Galvanic Isolator Test Set

Galvanic Isolators are a mandatory requirement for any vessel connecting to the Clubs shore power facilities. All vessels connected to shore power are effectively joined via the “Earth” cable. This can create “potential” and as such corrosion issues (both for the vessels and the marina facility) if a vessel is “leaking” voltage to earth.

Galvanic Isolators do not provide indication as to their operation. We encourage all members to periodically test the isolator fitted to their boat. The Club has a testing kit available free to any member wishing to confirm the operation of their Galvanic Isolator.

Marine Galvanic Isolator Test Set

Operating Instructions

- Vessel owner to unplug the shore power from the boat to be tested.
- Plug the test set female 15 amp socket into the boat shore power inlet.
- Plug the male 240 Volt plug into any available 240 volt AC outlet inside the boat.
- Turn multimeter switch to 20 volt **DC range**, the display will show 0.00 VDC
- Push battery test button located on the bottom back of the test set. The display should show approximately 9 volts. Batteries (in the meter) should be replaced when less than 6 volts is displayed.
- To test for the presence of a Galvanic Isolator push the spring loaded “centre off” switch on the top of the test set both ways and note the voltage reading on either side. If a galvanic isolator is present and working correctly a reading of 1.3 – 2 volts will be displayed.
- If there is no galvanic isolator present, a very low reading of around 0.1 – 0.3 volts will be displayed.
- If a high voltage, i.e. greater than 2.5volts is displayed, there is likely to be an earthing problem which will need to be resolved and the test repeated. If the full battery voltage is displayed i.e. 9 volts, then there is no earth connection present and 240V - AC power should not be reconnected until the fault is rectified.
- If all ok - Vessel owner to re-plug shore power as required
- Make sure you turn the meter switch to the off position when you have completed the test. Return Meter to Office



240 vac 15 amp Female for boat Shore power inlet 10 amp plug male for boat 240vac outlets



Meter on 20vdc range initial reading



Battery test button



Battery voltage 6-9 Volts



Centre off Galvanic test switch



Push switch both ways Record good reading 1.4-2 volts