

SCU VESSELS – THIRD PARTY VESSEL INFORMATION REQUEST

The following information is a template of text that can be cut and paste into an email and sent to providers of third-party vessels that SCU staff and students are proposing to utilize.

Dear Colleague,

Southern Cross University's *Duty of Care* to staff and students involved in boating related activities is addressed in the *SCU Boating Procedures* document. This document describes the requirement for staff and students using 'third party vessels' that a 'due diligence' check of the vessels and their respective Master be undertaken prior to the commencement of fieldwork.

Accordingly, I'm obliged to request copies of the following information, or evidence that this information is current and valid:

- a. The following should be obtained from the external vessel provider:
 - i. Certificate of Operation;
 - ii. Certificate of Survey;
 - iii. Any relevant exemptions;
 - iv. Vessel-specific *Safety Management System* (SMS); and
 - v. Qualifications of the Master of the vessel (type, number and expiry; qualification should be sighted where possible).
- b. The SMS must show evidence that:
 - i. the vessel covers the proposed activities to be undertaken;
 - ii. sufficient safety equipment will be available; and
 - iii. sufficient emergency plans/procedures are in place.

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