

SYC Environmental Management System

The attached Environmental Management System (EMS) and policy of SYC will undergo a comprehensive review, following the existing audit procedure, to incorporate the new infrastructure that will be constructed at the site. This review process will involve adding and updating activities to align with the latest compliance regulations and industry standards. By ensuring the EMS reflects the most current practices, SYC aims to uphold its commitment to environmental stewardship and continuous improvement in all aspects of its operations.



ENVIRONMENTAL POLICY

Swan Yacht Club Incorporated regards the protection of the environment as an important aspect of our operations as a yacht club and a necessary element of good corporate citizenship.

To attain these ideals, an Environmental Management System has been developed to meet the requirements of AS/NZS 14001. It controls the environmental impact of all the Club's activities.

To ensure the continual improvement of our environmental performance we apply the principles and practices of HB 203.2000 and amendments Environmental Risk Management.

Our environmental objectives are:

- To establish and maintain environmentally responsible waste management and waste disposal practices.
- To store all materials in a manner that reduces their potential release to the atmosphere, soil or water.
- To reduce the potential risk of environmental harm in emergency situations by responding effectively to emergencies.
- To promote the adoption of sound environmental practices by all personnel through the improvement of overall environmental awareness.

Swan Yacht Club Incorporated will manage and achieve our environmental performance through the above specific targets and actions which will enable us to give our members and governing legislative bodies an assurance through responsible and informed work practices and decision making.

Damien Gaspar
General Manager

Environmental Management System Of the



ESTABLISHED 1904

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ENVIRONMENTAL POLICY

Swan Yacht Club is committed to acting in an environmentally responsible manner to prevent pollution and protect the river through:

- A commitment to comply with relevant environmental legislations, regulations and requirements
- A commitment to continual improvement in the prevention of pollution
- Identifying and managing environmental risks within our operations and applying best practice principles to the prevention of pollution
- Implementing and using management systems to plan, document, measure and monitor our environmental performance
- Communicating the policy to all staff, members and contractors
- Continually improving our performance through training, management review and consultation

RISK ASSESSMENT AND OPERATIONAL CONTROL

Risk Assessment Matrix

		Consequence				
Likelihood		1	2	3	4	5
		Insignificant	Minor	Moderate	Major	Catastrophic
5	Almost Certain	5	10	15	20	25
4	Likely	4	8	12	16	20
3	Moderate	3	6	9	12	15
2	Unlikely	2	4	6	8	10
1	Rare	1	2	3	4	5

	Extreme risk; immediate action required
	High risk; senior management attention needed
	Moderate risk; management responsibility must be specified
	Low risk; manage by routine procedures

As at 25 November 2010 the Swan Yacht Club commits to implement the Operational Controls for each Risk within the stated time frames.

Time Frames

I	Already Implemented
6	To be implemented within 6 months of endorsement date
12	To be implemented within 12 months of endorsement date
24	To be implemented within 24 months of endorsement date
D	Deferred
N/A	Not Applicable

Activity/Event	Fuel Storage Not Applicable - No fuel storage on site				
Risk	Hydrocarbon contamination from storage tanks and associated pipe works				
Objective	Prevent loss of hydrocarbons to the environment from storage tanks and associated pipe works				
Legal Requirements	See attached list of legislation to be met				
Operational Control	All bunding and containment to be impervious	NA	Likelihood	Consequence	Risk Rating
	Minimise likelihood of tank and associated pipe works failure by ensuring tanks located as close as possible to point of delivery of fuel	NA	5:Almost Certain 4: Likely 3:Moderate 2: Unlikely 1: Rare	5:Catastrophic 4:Major 3: Moderate 2: Minor 1: Insignificant	
	Provision of appropriate emergency response equipment (Booms, mats etc)	NA			
	Develop preferred procedures for the filling of bulk fuel tanks	NA			
	Develop and implement an inspection and maintenance program for fuel tanks and associated pipe works	NA			
	Provide training to relevant staff on preferred procedures and emergency response plan.	NA			
	Develop an emergency response plan	NA			
	All incidents to be reported to manager (or delegate) of the club	NA			
	All fuel spill incidents to be reported to the relevant agencies (refer to Emergency & Accident Response section)	NA			
	System in place to detect leakage from fuel storage tanks	NA			

Activity/Event	Vessel Refuelling No fuelling facilities onsite or refuelling from containers permitted				
Risk	Hydrocarbon contamination from spillage during refuelling				
Objective	Prevent spillage of hydrocarbons (fuels) during refuelling				
Legal Requirements	See attached list of legislation to be met				
Operational Control	Bowsers fitted with variable rate delivery nozzles Bowsers fitted with auto-shut off delivery nozzles Members are encouraged to have fuel/air separators inline devices in their vessels that prevent fuel from escaping vents. Provision of appropriate spill response equipment (booms, mats etc) in close proximity to refuelling facility. Spill kits located on jetties, slipways and shed. Main boom located in shed. Locations detailed in Boat Repair Maintenance Procedures Manual. C28 of the Pen Regulations states that ‘no decanting of fuel in pens is allowed’. Develop a member preferred procedure on refuelling. Provide training to members/clients/contractors on preferred procedures Instructions for refuelling at bowser, including response in event of a spill	NA	Likelihood	Consequence	Risk Rating
		NA I	5: Almost Certain 4: Likely 3: Moderate 2: Unlikely 1: Rare	5: Catastrophic 4: Major 3: Moderate 2: Minor 1: Insignificant	4
		I NA I NA	2	2	

Activity/Event	Discharge from Vessels				
Risk	Pollution of the river from bilge water				
Objective	Prevent discharge of hydrocarbons or other contaminants into river via bilge water				
Legal Requirements	See attached list of legislation to be met				
Operational Control	Suitable bilge pillow waste disposal facilities provided. Members responsible for removing waste offsite. No facility provided by Club. Members are encouraged to have oil separation/absorption pillow in bilges of vessels with automatic bilge pumps Bilge water contaminated with other substances (eg detergents, degreaser) to be removed and appropriately disposed. Included in pen regulations, discharge of bilge into river not permitted. Members risk disciplinary action if discovered to be contaminating the river Non compliance of members/staff/clients/contractors results in consequences. Members are to abide by pen regulations including rules and regulations. Failure to do so can result in disciplinary measures including the removal of vessel from the club for members or denied access for contractors Non compliance of members/staff/clients/contractors to be reported to the General Manager.	I	Likelihood	Consequence	Risk Rating
		I	5:Almost Certain 4: Likely 3:Moderate 2: Unlikely 1: Rare	5:Catastrophic 4:Major 3: Moderate 2: Minor 1: Insignificant	6
		I	3	2	
		I			
		I			

Activity/Event	Hardstand / Slipway Runoff				
Risk	Pollution of the environment from contaminated runoff				
Objective	Containment and treatment of all hardstand runoff to remove contaminants				
Legal Requirements	See attached list of legislation to be met				
Operational Control	Adequate bunding and stormwater diversion to prevent cross contamination of runoff from dirty work areas and clean work areas	I	Likelihood	Consequence	Risk Rating 4
	Provision of interceptors or litter and oil traps to prevent pollution to the river from dirty work areas. Environmental traps cleaned quarterly by contractor with waste being removed off site. Stormwater litter traps cleaned by members quarterly. Slipway litter traps cleaned by bosun monthly.	I	5:Almost Certain 4: Likely 3:Moderate 2: Unlikely 1: Rare	5:Catastrophic 4:Major 3: Moderate 2: Minor 1: Insignificant	
	Interceptor traps/filtration systems regularly maintained/cleaned. Cleaned and monitored by contractor every 3 months.	I	2	2	
	Clean water separation to minimise contamination and need for treatment of stormwater runoff. All run off is contained.	I			
	Oil absorbent mats to be made available. Matts located in slips, shed and jetties.	I			
	Oil separator waste routinely disposed into oily waste/oil recycling program. Disposal of oil from vessels not permitted onsite	N/A			

	Refer to Boat Repair and Maintenance Procedures Manual. No blasting or spraying, only hand sanding with an airbag to catch dust. Shade cloth shields on site to contain airborne contaminants. Provide designated covered waste bins for solid wastes generate during boat maintenance and hull cleaning. 2 x Cleanaway covered waste bins 3 -4 cubic metres onsite. Serviced by contractors 2/ week. Provide solvent and hydrocarbon recovery containers. Members are responsible for disposal off site Develop preferred procedures for maintenance works (eg limit blasting according to wind conditions, preferred maintenance methods and chemicals). Pen regulations and The Boat Repair and Maintenance Procedures Manual details what is permitted and where. Provide training to members/staff/clients/contractors on procedures for maintenance works Contingency Plan; Use external appropriately equipped facilities Boats in excess of 40ft are not permitted in SYC slip facilities. Boats must comply with Boat Repair and Maintenance Procedures Manual. Noncompliance of members/staff/clients/contractors to be reported to managing body. Contractors are refused accessed to the facility if found to acting irresponsibly, members face disciplinary action if found to be acting irresponsibly. Contractors sign in whilst members sign an annual pen license agreement agreeing to abide by the club rules and regulations. Non compliance of members/staff/clients/contractors results in consequences.	I I I I I I I	2	2	4
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Operational Control	<u>Applying Antifouling to Vessels</u>		Likelihood	Consequence	Risk Rating	
			5:Almost Certain 4: Likely 3:Moderate 2: Unlikely 1: Rare	5:Catastrophic 4:Major 3: Moderate 2: Minor 1: Insignificant	6	
	All antifouling technology used by members/clients/contractors to comply with Department of Environmental Protection and Transport WA regulations. Pen regulations & Boat Repair and Maintenance Procedures Manual.	I	3	2		
	All antifoul used by members/staff/clients/contractors to be unadulterated. Pen regulations & Boat Repair and Maintenance Procedures Manual.	I				
	Preferred antifouling technology readily available (at recommended retailer or chandler)	I				
	Provide information on the environmental consequences of antifouling technology	I				
	Non compliance of members/staff/clients/contractors results in consequences. Pen regulations, Rules and Regulations contractor form and Maintenance Manual	I				
	Non compliance of members/clients/contractors to be reported to managing body. Pen regulations.	I				
	<u>Vessel Maintenance</u>	NA				
	Power tools with dust extractors used on site	NA				
	Anyone wishing to carry out abrasive blasting or spray painting on the premises must inform the grounds/yard manager. Not permitted	I				
	No visible dust to escape into areas of public access. Shade Cloth shields onsite.	I				
	Wet blasting procedures are the preferred option with adequate collection & proper disposal of the run off (no abrasive blasting allowed on site). Not permitted.	I				
	Dust creating activities to be only carried out in calm conditions (less than 4m per sec, approx 12 knots, with direction away from areas need protection)	I				
	All contractors used on site to be registered companies.	I				
	All blasting materials to be acceptable under Department of Environmental Protection regulations	I				
	Encourage the use of less invasive blasting materials (eq. garnet, bicarbonate of soda)	NA				

Activity/Event	Cleaning/maintenance of Vessels in Water				
Risk	Contamination of environment due to cleaning of vessels in pen areas				
Objective	Prevent contamination of environment by cleaning agents or other substances used on vessels in pens				
Legal Requirements	See attached list of legislation to be met				
Operational Control	Use of chemicals in skirting that are harmful to the environment is not permitted. Listed in the Pen regulations & Maintenance Manual .	I	Likelihood	Consequence	Risk Rating
	No abrasive cleaning or scraping of hulls that result in hull coating (antifoul or other) being released into the river. No in water hull cleaning allowed .	I	5:Almost Certain 4: Likely 3:Moderate 2: Unlikely 1: Rare	5:Catastrophic 4:Major 3: Moderate 2: Minor 1: Insignificant	4
	No discharge of cleaning products or effluent to river.	I	2	2	
	Encourage the use of appropriate materials for cleaning.	I			
	Provide training to members/staff/clients/contractors on preferred procedures for cleaning.	I			
	Non compliance of members/staff/clients/contractors results in consequences	I			
	Contingency Plan; Use suitable facilities at another club or marine facility	I			
	Non compliance of members/clients/contractors to be reported to managing body of marine facility.	I			

Activity/Event	Noise Management				
Risk	Noise pollution causing a nuisance and/or endangering the health of neighbours and members/clients/contractors				
Objective	Reduce all noise pollution such that no health risk is posed and no nuisance caused to neighbours				
Legal Requirements	See attached list of legislation to be met				
Operational Control	Noise producing boat building and maintenance to occur only between the hours of 0700 and 1900 (between 0900 and 1900 on Sundays and public holidays) If noise complaints received, club to work with Local Government Environmental Health officer and complainant to negotiate acceptable levels and times for the activity to continue. Non compliance of members/staff/clients/contractors to be reported to managing body of marine facility	I	Likelihood	Consequence	Risk Rating
		I	5: Almost Certain 4: Likely 3: Moderate 2: Unlikely 1: Rare	5: Catastrophic 4: Major 3: Moderate 2: Minor 1: Insignificant	4
		I	2	2	

Activity/Event	Property Management				
Risk	Contamination of river from fertiliser, herbicides, pesticides, green wastes, general litter.				
Objective	Prevent pollution of the river arising from general grounds and property management.				
Legal Requirements	See attached list of legislation to be met				
Operational Control	Install litter traps in stormwater drains Provide a buffer strip of native vegetation around river with reduced chemical use. Aim to minimise use of fertiliser and herbicide. Gardens & grassed areas within club grounds minimal. Use preferred and appropriate pesticides and herbicides. Only organic fertilisers are permitted.	I	Likelihood	Consequence	Risk Rating
		I	5: Almost Certain 4: Likely 3: Moderate 2: Unlikely 1: Rare	5: Catastrophic 4: Major 3: Moderate 2: Minor 1: Insignificant	4
		NA	2	2	

Activity/Event	Storage of hazardous and dangerous goods Not Applicable				
Risk	Contamination of environment from stored hazardous and dangerous goods				
Objective	Prevent contamination of the environment or unacceptable exposure to people resulting from the storage and use of hazardous and dangerous chemicals				
Legal Requirements	See attached list of legislation to be met				
Operational Control	All areas where hazardous and dangerous chemicals are stored and used to comply with current Department of Minerals and Energy and Department of Environmental Protection regulations and standards and guidelines where applicable.	NA	Likelihood	Consequence	Risk Rating
	Provision of chemical spill stations with absorbent clean-up material	NA	5:Almost Certain 4: Likely 3:Moderate 2: Unlikely 1: Rare	5:Catastrophic 4:Major 3: Moderate 2: Minor 1: Insignificant	
	Undertake inventory of all hazardous and dangerous chemicals on the premises, including those held by ground-people, contactors and sub-lessees. Ensure all Materials Safety Data Sheets (MSDS) for chemicals are available on site.	NA			
	Conduct inspection to quantify the level of danger (hazard) presented by the flammable, combustible or environmental hazardous material.	NA			
	Develop storage facilities and management practices incorporating the principles of separation from other facilities, people and property, segregation from other incompatible dangerous goods, secondary containment to intercept uncontrolled spills, security to prevent unauthorised entry and use of the materials, ventilation to prevent exposure to vapours and emergency response planning such that adequate fire fighting equipment, first aid treatment commensurate with the type of hazardous materials and appropriate emergency response contact numbers (Poisons Information, Medical, Fire and Emergency Services) are available.	NA			
	Dangerous goods signage should be placed on gates for the fire department	NA			
	Audit compliance with standards and guidelines annually	I I			
	Develop an emergency response plan	NA			
	Club to provide appropriate first aid, first line fire fighting and emergency spill equipment	NA			
	All spill incidents to be reported to the relevant agencies. Appropriate phone numbers must be displayed.				
	Bunded storage used batteries onsite.	I	1	2	

Activity/Event	Moorings – installation and ongoing use Not Applicable				
Risk	Damage to sea grass and other river bed habitat				
Objective	Ensure low impact design moorings are installed when current moorings are due for replacement				
Legal Requirements	See attached list of legislation to be met				
Operational Control	Consider installation of low impact design moorings as current moorings become due for replacement.	NA	Likelihood	Consequence	Risk Rating
			5:Almost Certain 4: Likely 3:Moderate 2: Unlikely 1: Rare	5:Catastrophic 4:Major 3: Moderate 2: Minor 1: Insignificant	

Activity/Event	Minor maintenance of marina Infrastructure				
Risk	Pollution arising from maintenance works on piles, jetties, pontoons etc, such as painting/anti-fouling, denzo wrapping or other surface treatments.				
Objective	Prevent contamination of the environment from maintenance works on marina infrastructure				
Legal Requirements	See attached list of legislation to be met				
Operational Control	Contain and appropriately dispose of any dust or liquid waste/spillage arising from maintenance works on marina infrastructure. Where practicable all works carried out in the designated Boat Repair and Maintenance area as per annual maintenance plan.	I	Likelihood	Consequence	Risk Rating
			5:Almost Certain 4: Likely 3:Moderate 2: Unlikely 1: Rare	5:Catastrophic 4:Major 3: Moderate 2: Minor 1: Insignificant	4
			2	2	

Legislation Requirements

1. Swan River Trust 2. Environmental Protection Authority 3. Department of Mines and Petroleum
4. Department of Transport 5. Department of Environment and Conservation 6. Relevant Local Government Authorities

LEGAL REQUIREMENTS PROCEDURE		
Date of Review: Officer Name:		Date of Next Review: Officer Signature:
Current Legal Requirements	Changes in Legal Requirements	EMS Updated Y/N
Swan River Trust	Updated policies adopted by department of Parks and Wildlife 2015/4659 noted July 2016	Yes
Environmental Protection Authority		
Department of Mines and Petroleum		
Department of Transport		
Department of Environment and Conservation		
Relevant Local Government Authorities		

Objectives & Targets/ Monitoring & Measuring Programme

Objective	Target	Responsibility	Time frame for review	Monitoring/ Measuring
Prevent loss of hydrocarbons to the environment from storage tanks and associated pipe works Not Applicable	Nil leakage or spillage from bulk tanks and associated pipe work			
Prevent spillage of hydrocarbons (fuels) during refuelling	Nil spillage of fuels to water during refuelling	Management	12 months	
Prevent discharge of hydrocarbons or other contaminants into river via bilge water	No contaminants to be released into river via bilge water	Management	12 months	
Containment and treatment of all hardstand runoff to remove contaminants	Contaminant levels in any discharge to river are reduced to within ANZEC guidelines (95% species protection)	Management	6 months	Tested quarterly
Prevent contamination of the environment from vessel maintenance works undertaken on hardstand/slips	No visible dust emission beyond hardstand No harmful antifouling agents detectable in any discharge to river (TBT etc)	Management	Monthly	Weekly site inspection
Prevent contamination of environment by cleaning agents or other substances used on vessels in pens	No contamination of environment with cleaning agents from vessels in pens.	Management	Monthly	Weekly inspection
Reduce all noise pollution such that no health risk is posed and no nuisance caused to neighbours	Any noise generated is with compliant with Environmental Protection (Noise) Regulations 2007. No noise complaints received from neighbours	Operations Manager	Monthly	
Prevent pollution of the river arising from general grounds and property management.	No use of herbicides and pesticides near shoreline	Manager	Monthly	Site inspection.
Prevent contamination of the environment from maintenance works on marina infrastructure	No contamination of environment from maintenance works	Manager	Monthly	Site inspection, quality control of contractors
Ensure low impact design moorings are installed when current moorings are due for replacement Not Applicable	Any moorings requiring replacement are replaced with low impact designs			
Prevent contamination of the environment or unacceptable exposure to people resulting from the storage and use of hazardous and dangerous chemicals Not Applicable	Storage and use of hazardous substances complies with all relevant regulations at all times. Nil incidences of spillage or accidents related to hazardous substances. Nil environmental contamination from hazardous substances.			

Emergency & Accident Response

- Any incident or accident that has the potential to cause pollution or otherwise impact on the river environment must be reported immediately to the Swan River Trust, by phone call to the numbers below.
During office hours – Duty Officer – 9278 0981
After Hours – Duty Officer – 0419 192 845

Depending on the nature of the incident, reporting to other authorities may also be required.

- In relation to hydrocarbon (fuel and oil) spills, it is a requirement to report any confirmed spills, AND any noticeable hydrocarbon slicks observed within or immediately adjacent to the club facilities, regardless of whether a spill source has been identified. As a rough guide, a 'noticeable' slick can be considered as any visible sheen/slick of fuel (petrol or diesel) covering an area of more than 100 m² (10x10m or equivalent), or any slick of oil covering an area of more than 16m² (4x4m or the equivalent).
- A written incident report should be completed and a copy provided to the Swan River Trust when an incident is considered significant, or when requested by the Trust.

Register of Emergency Response tests

No.	Description of test	Planned date	Actual test date	Responsibility	Comments
1	Deployment of spill kits and booms		Feb 2016	Management	105 members present for demonstration
2	Emergency management	Oct 2016		Management	

Incident Report Form

Location _____

Time: _____ Date: _____

Detailed Description (how, size, type, impacts etc)

Response (what has been done and what needs to be done)

Incident reported by: _____ Signature: _____

To be completed by General Manager

Is further remediation or investigation required? ☐ YES ☐ NO

Oil and Hazardous Materials Incident Report Form

Date and Time of Discharge	/ / AM/PM
Location of Discharge	
Cause of Discharge	
Steps taken to stop discharge	
Materials used to clean up, absorb or contain spill	
Type and volume of substance discharged	
Risk Rating	Minor ☐ Moderate ☐ Significant ☐ Extreme ☐
Description	Released to Water ☐ Released to Soil ☐ Damage to flora/fauna ☐ Disturbance to neighbours ☐ Other ☐ Please specify;
Person/Vessel/Activity responsible	
Contact details of person responsible or witnesses	
Was discharged reported?	YES ☐ NO ☐
Reporting Officer Name and Signature	

Responsibilities & Training Schedule

Staff Member	Job Description	Responsibility within EMS	Training Required
<i>Kim Sorrell</i>	<i>Bosun</i>	<i>Slip management</i>	<i>ongoing</i>
<i>Dave Poxon</i>	<i>Operations Manager</i>	<i>Emergency Response</i>	<i>Oct 2016</i>

Communicating with Staff & Contractors	
EMS	Induction Document readily available for reading
Policy	Readily available for reading Posted on notice board for all to read
Responsibilities in EMS	Internal Training
Consequences of Non Conformance	Internal Training
External Communication?	No
If yes, list methodology	

Document Register

Document Reference	Brief description	Storage Location	Retention Time	Protection (if applicable)	Disposal Method (if applicable)
EMS Manual	Description of the scope of the EMS and the documented procedures that underlie the system	I Drive/Administration/forms	Revised annually		
EMS	A plan that enables the Club to control the effect of its activities on the natural environment.				
Risk Management Manual	A plan that responding to and managing risks associated with the Club's activities	I drive/administration/forms	Revised annually		
Emergency Response Plan	Procedures for responding to a comprehensive range of emergency situations that may affect the organisation	1 drive/administration/forms	Revised annually		

Evaluation of Compliance

Activity/Event	Risk	Occurrences of Non-conformance	Compliance with Legal Requirements (Y/N)	Recommended changes to controls (if any)
Vessel maintenance on hardstand	Pollution of the environment from boat maintenance & hull cleaning operations on hardstand/slips	Nil previous 12 mths	y	2016/2017 Fencing for slipway
Fuel Storage Not Applicable	Hydrocarbon contamination from storage tanks and associated pipe works			
Storage of hazardous & dangerous goods Not Applicable	Contamination of environment from stored hazardous and dangerous goods			
Refuelling	Hydrocarbon contamination from spillage during refuelling			No refuelling permitted at SYC
Discharge from vessels	Pollution of the river from bilge water	Nil reported 12 mths		
Hardstand Runoff Not Applicable	Pollution of the environment from contaminated run off	Nil reported 12 mths	y	Captured through discharge system. Monitored.
Cleaning of vessels in water	Contamination of environment due to cleaning of vessels in pen areas	2	y	Reinforce message to members through various means
Noise Management Not Applicable	Noise pollution causing a nuisance and/or endangering the health of neighbours and members/clients/contractors		y	
Property Management	Contamination of river from fertiliser, herbicides, pesticides, green wastes and erosion		y	
Marina infrastructure maintenance works	Pollution arising from maintenance works on piles, jetties, pontoons etc, such as painting/anti-fouling, denso wrapping or other surface treatments.		y	
Ensure low impact design moorings are installed when current moorings are due for replacement Not Applicable	Damage to sea grass and other river bed habitat			

Non Conformance register

Date	Details of preventive/correction action request	Raised by	Response to request	Close Date	Initials
<i>Dec 2015</i>	<i>Henderson (member) noted cleaning outside designated area</i>	<i>member</i>	<i>Lectured on environmental impact of his actions. Committee advised. Letter to member added to file</i>	<i>Jan 2016</i>	<i>Management</i>

Corrective and Preventative Action Request Form

Section to be filled out by employee	
Employee name:	Date:
Concern (use additional sheet/map if necessary)	
Action taken (if any)	
Signature:	Date:
Section to be filled out by Manager	
Is this a non conformance? Why or Why not?	
Possible Solutions	
Correction and/or Preventative Action/s required	
Person responsible: Due Date:	Completed by: Date Completed:
EMS to be revised? ☐ Yes ☐ No	
If Yes, how?	
Corrective or preventative action has been evaluated and determined to be effective. Method used to verify effectiveness; - Evidence submitted (attach) - Follow up audit - Other, describe	
Corrective/Preventative Action accepted	
Manager signature:	Date:

Internal Audit Schedule

Requirements	1st quarter	2nd quarter	3rd quarter	4th quarter
Policy				
Environmental Aspects & Legal requirements				
Objectives and Targets				
Resources, Roles, Responsibilities & Training and Awareness				
Communication				
Documentation				
Document and Record Control				
Operational Control				
Emergency Response				
Monitoring and Measuring				
Evaluation of Compliance				
Non conformity				
Internal Audit				
Management Review				

DRY DOCK SYSTEM

SYC currently permits the installation and permanent berthing of Dry Dock systems on the jetty system. These systems serve the purpose of lifting or keeping vessel hulls dry while berthing. One significant advantage of these dry dock systems available on the market is their ability to minimize the growth and marine buildup on vessel hulls. Consequently, this reduces the frequency of high-pressure hull cleaning and subsequent applications of antifoul and prop speed paint.

At present, SYC has 31 units of Dry Dock systems from five different brands installed across the jetty system. In order to streamline the approval process for future installations, as recommended by DBCA, SYC is seeking a blanket approval for these five brands. Attached to this submission is relevant information of the systems currently in use.

This proactive approach to seeking blanket approval for multiple makes of Dry Dock systems will facilitate efficient and consistent approval processes for future installations. It demonstrates SYC's commitment to complying with regulations while embracing environmentally friendly solutions for vessel maintenance.



DockyDock Marine International Ltd.

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DockyDock User Guide



Introduction

DockyDock is a boat hull cover designed to protect the boat hull from growth and barnacles.

Barnacles have always been a problem for all types of power boats and it can become an expensive and time consuming problem to resolve, taking the vessel out from the water, cleaning it, adding protective coatings and then placing it back in the water.

This user manual is a guide for the installation and the maintenance of the DockyDock and how to use it in the mooring space.

1- Mooring the DockyDock

- A) **Finer Mooring**
- B) **Side Mooring**
- C) **Swing Mooring.**
- D) **Pile Mooring.**
- E) **Side Mooring.**
- F) **Swing Mooring.**

2- Airbag lift system.

3- Water pump.

4- Air valve.

5- Cleaning the DockyDock

6- Repairs.

Warranty.

We offer 2 years full warranty to the customer for receiving the DockyDock without any defect from the manufacturing process. Please check our pre order policy at our website.

Air bag lift system for the tailgate.



There are two types of airbag lift system, these two systems are needed for large boats with large tail-gates width to accede 320cm and depends on the client choice.

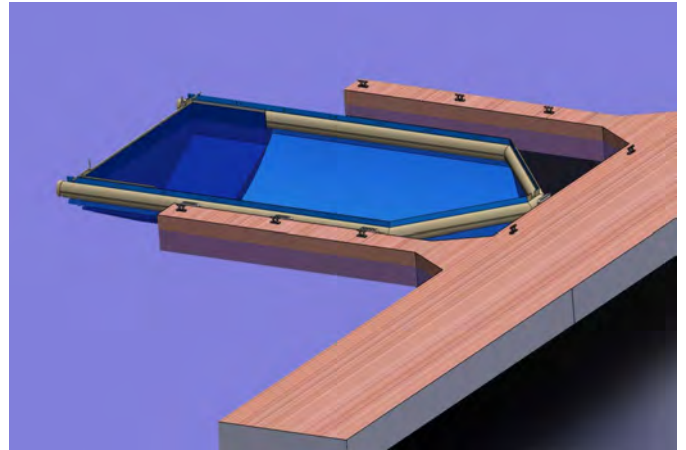
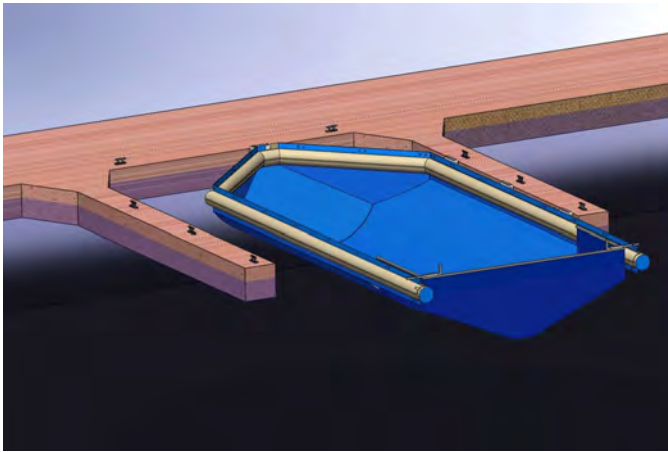
1– The Plug in Airbag.

This system consist of air bag with valve and air release valve, linked up to hose, and air valve at the other end, held in a metal frame to be plugged on the tailgate frame. It is easy to plug in and out if any accident happened.

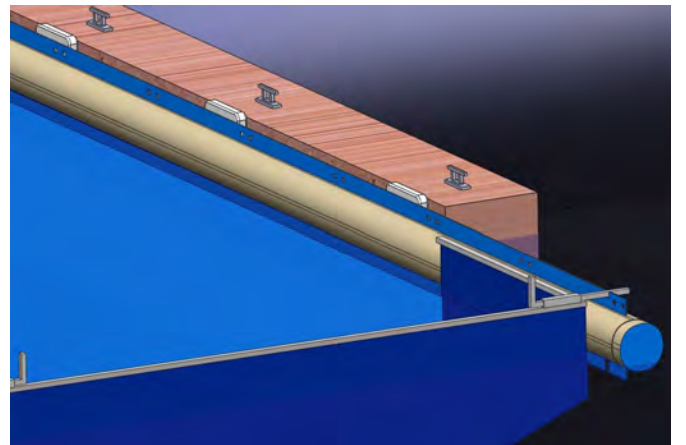
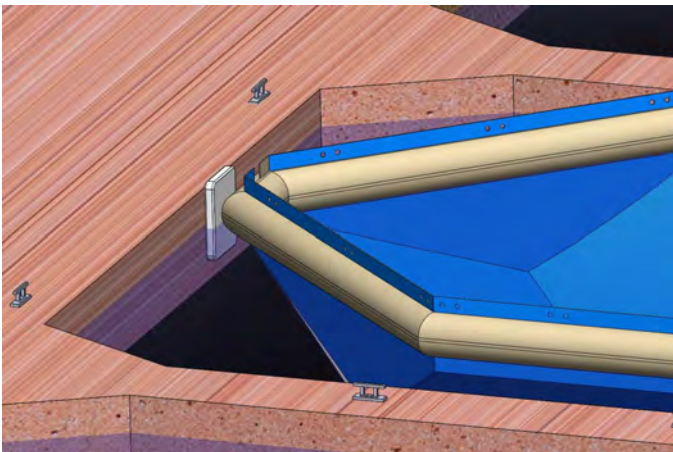
2– The integrated air bag on the tailgate, this is air bag build inside the tailgate for lifting the tailgate up and down.



DockyDock Finger mooring

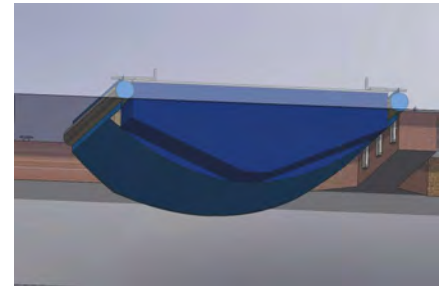
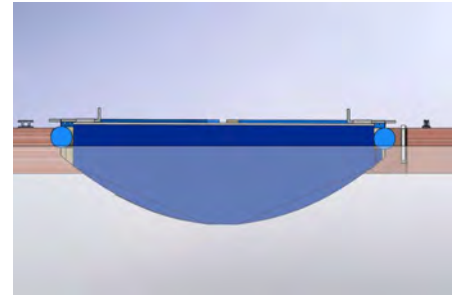
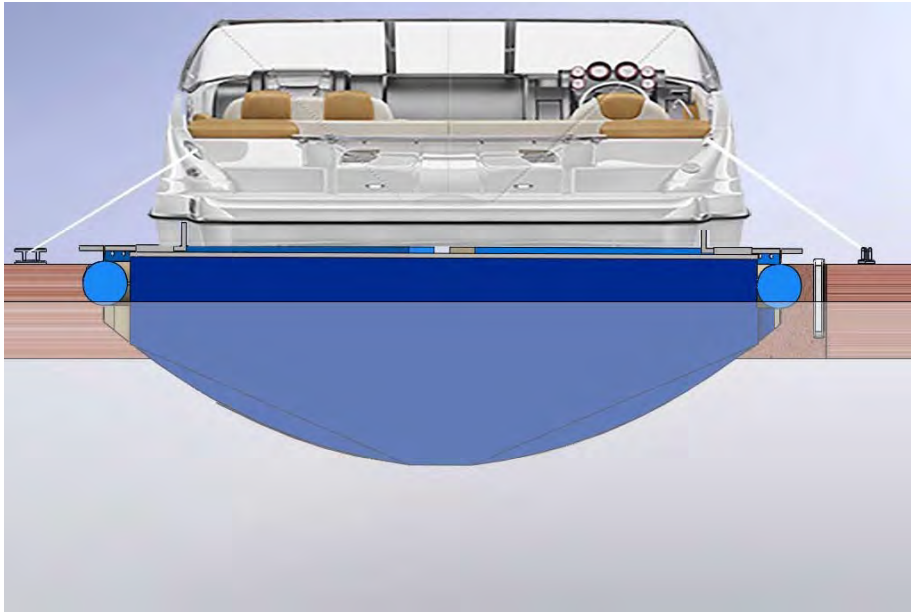


The DockyDock should be treated very similar to a rip boat with regards to protection and positioning at the mooring space. DockyDock should not be in contact with the wooden dock and rubbing against a pile or any object on outer parameter. Fenders are required to isolate the DockyDock from the wooden jetty/dock.



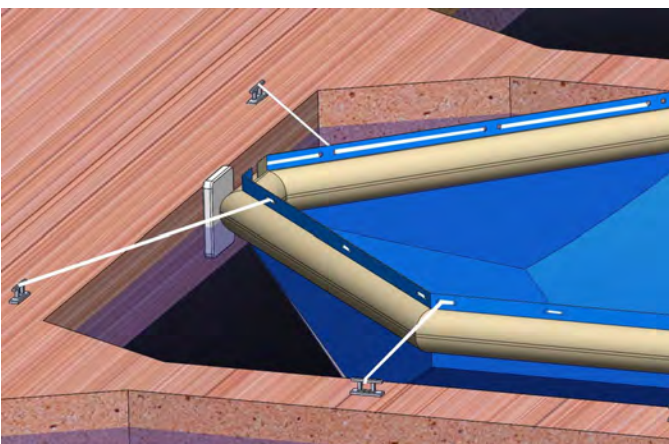
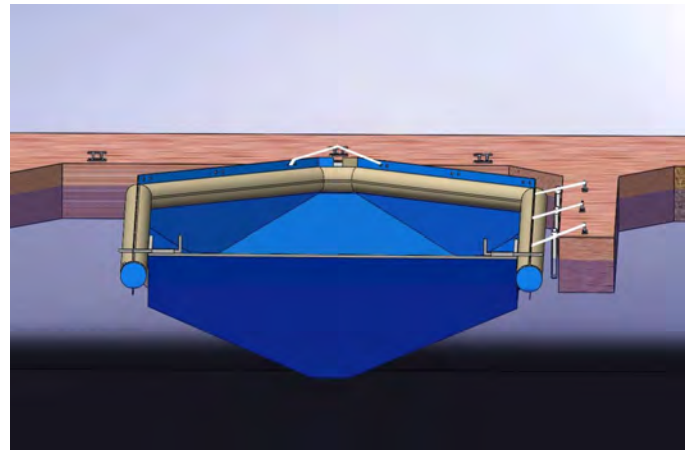
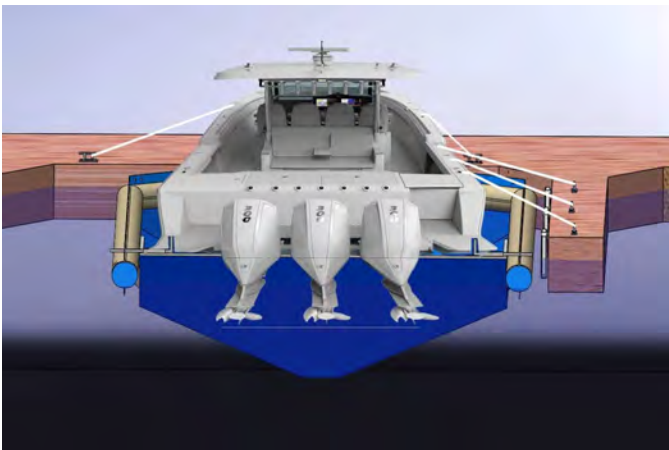
It is recommended to use a flat fenders to save the space or any suitable fenders , other options such as Whip-mooring is recommended too.





DockyDock Finger mooring

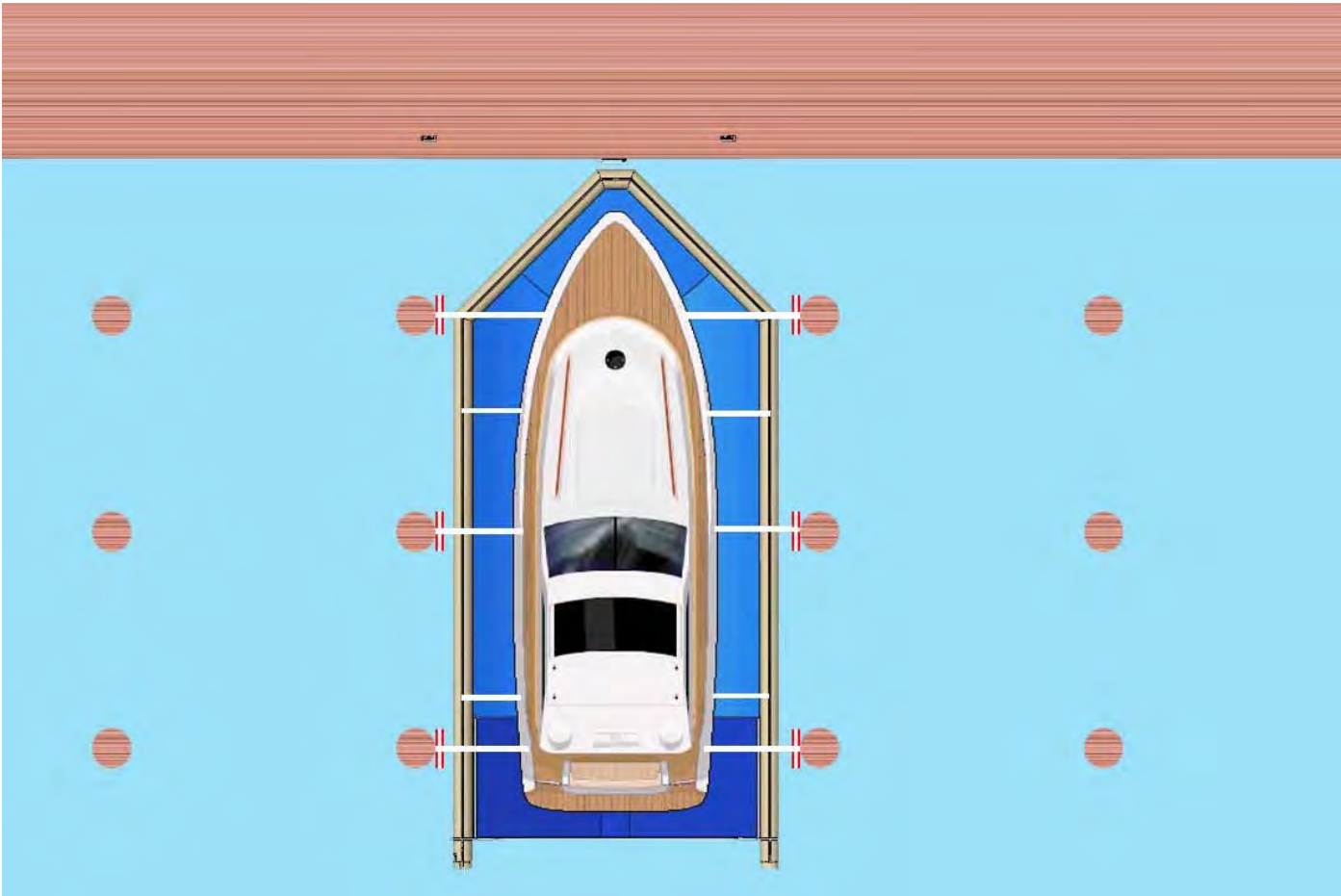
owners should check with their Marina/Yacht club for required rope thickness for securing the DockyDock as this varies.





DockyDock Pile mooring

It is important to be extra carful with Pile mooring, and make sure the DockyDock is protected from rubbing against the piles, so the boat needs to be secured with the ropes and tied to the piles on both sides Port and Star Board to secure no sawing left and right pushing the DockyDock against the piles.



Correct and secure mooring



Bad and unsecured mooring





Side Mooring information

Boat outside the DockyDock

The DockyDock to be tied to the wooden dock / Jetty temporary



Boat inside the DockyDock

The DockyDock to be tied to the boat only.



The DockyDock to be tied to the boat only and not to the Wooden dock at the same time.

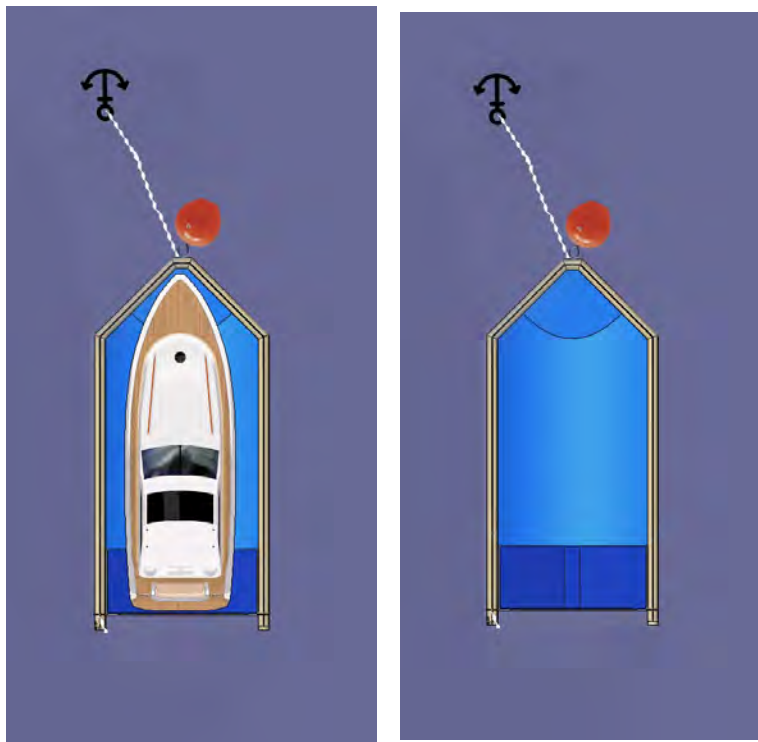
The reason is to prevent the boat to rock against the DockyDock, when the boat and the DockyDock are tied together they become one unit and when the tide is up and down, they will go up and down together.

When the boat leaves the DockyDock for activity, then the DockyDock can be tied to the wooden dock/ jetty temporarily so it will not drift away.

With regards to the anchor at the back, it has to be tied up to the boat, but when the boat is outside, then the anchor rope to be tied up to the DockyDock to stop it from swaying and drifting.

Swing Mooring information

The DockyDock can be positioned in a swing mooring position.



IT is possible to have an inflatable pontoon which is available from DockyDock company , this pontoon very useful for maintaining the boat and very good stepping stone to land and then stepping to the boat.



Costal tidal Mooring information



DockeyDock will protect the boat on tidal mooring and in a situation that the boat sit on the mud. DockeyDock needs to be informed of the mooring situation and the situation of the mooring ground such as mud, stones, sand etc, so the bottom fabric can be strengthened with extra layer of material. The DockeyDock fabric is strong enough for mud or sand.





Water pump information



Pumping the water out of the DockyDock is not necessary, it is optional, the DockyDock will protect the boat hull regardless if there is water inside the DockyDock or not.

The DockyDock product is not a dry dock, it is underwater hull cover, and it is sold on these bases. DockyDock company does not guarantee the DockyDock hull is water tight, water can find its way from many ways, rain, condensation, water wave, or very small pin size hole.

However pumping the water out is optional and possible.

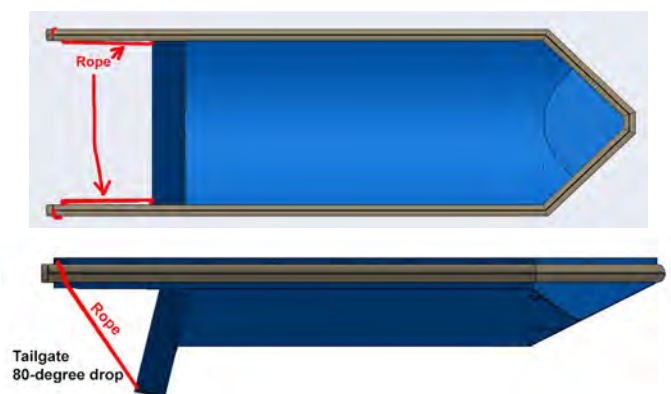
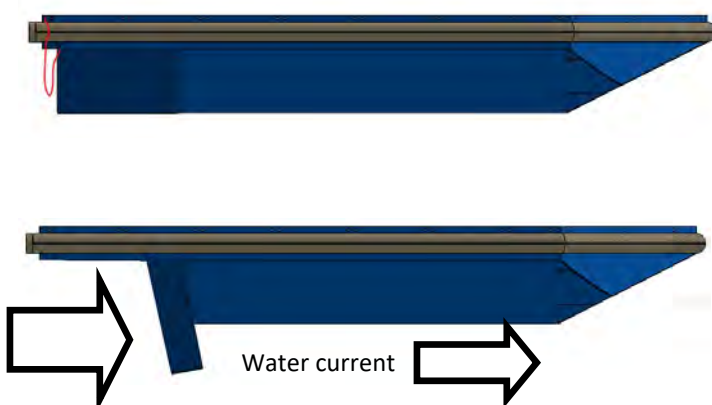
There are other ways in expelling water out of the DockyDock without using water pump, such as positioning a floating material blow the DockyDock hull, this method is guaranteed, and it can be added to the DockyDock on request.



Closing the tailgate



Closing and squaring the tailgate is by rapping the rope around the inflatable air chamber in a loop, and tying it in the cleat attached on the slider.



Mooring the boat and the DockyDock in a canal or Swing mooring will experience a push of drifting water current underneath, pushing the tailgate forward, this will cause difficulties lifting the tailgate with the rope.

The solution is easy, simply attach a rop from the end of the inflatable to the corner of the tailgate on both sides, the length of the rope needs to be suitable to create 80 degree angle as in the image above.

Air valve information

DockyDock has a British made Air valves, and every DockyDock has 3 chambers and 3 valves. The valves used are



Air valve

**Leaffield
Marine**



Air valve adapter

The Valves are easy to use, it has a nob inside , and when the nob is up the valve is locked, and when the nob is low the valve is open, if you push the nob down and twist untie-clockwise the valve will be locked open. If you push down and twist clockwise the nob popup and will be locked closed.

When you inflate the DockyDock chamber you need the nob up position.

The air pressure should be 3 bar, and if you don't have a gage, you only need to feel the chamber is inflated reasonably and not to over inflate.

The inflatable DockyDock usually supplied with air valve adapter, so you can use any air pump hose with it.



Cleaning The DockyDock



Cleaning the inside of the DockyDock.

The environment are different from area to are depending on the geographic location. In a sunny countries and dusty locations, dust can accumulate inside the DockyDock, or green thin layer can happen from the sun shining inside the DockyDock. This can be cleaned with easily by inflating the DockyDock hull from underneath by passing the air pipe and pumping air through.

Powerful air pumps are available from DockyDock website



Cleaning the underneath of the DockyDock.

There is no need to clean the underneath of the DockyDock. Growth will happen underneath the DockyDock but this has no effect, because the DockyDock is not used for sailing activity, it is stationary on the mooring space.

But in the event of moving the DockyDock to another marina or for storage purpose, it is possible to remove the DockyDock and clean it with a power wash machine, it will clean easily

DockyDock company does not recommend customers add any chemicals to the DockyDock to clean the boats hull.



Patch repair information

In the unlikely event of a damage by a sharp object, and a puncture happened on the air chamber. Please check our YouTube channels for repair video, you will see full information.

However the repair is simple, you will need a PVC fabric glue consist of glue and hardener in most cases. You will need to follow the glue instructions, which is usually two coats of glue, and 10 minutes time between each coat. The glue has to be applied on both areas the patch and the damaged area. Then to position a heavy object on the patch and to be left for 12 hours to cure.



**Deflate the DockeyDock
And clean the damaged area
from salt and oil, use white
spirit.**



**Apply the glue on both the
damaged area and the patch
twice, 10 minutes between
each coat. Don't apply with
the glue wet, let the glue be
tacky and nearly dry**



**Push the patch hard on the
damaged position, and apply
heat on it using heat gun.
Then leave it for 12 hours to
set.**

AirBerth®

BOAT LIFT STORAGE SYSTEMS



Owner's Manual

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AirBerth Marketing Pty Ltd, as a general reference for information purposes provides all information and material contained in this manual.

Whilst AirBerth Marketing Pty Ltd has made every effort to ensure the accuracy and completeness of the information and material contained herein, neither it nor its data providers give any warranty or guarantee concerning the accuracy or completeness of the information hereby provided and expressly disclaims any liability arising from the use of this document.

The AirBerth is subject to the following Patent No.: USA - 6131528, Canada - 2,225,716.

© AirBerth Marketing Pty Ltd - August 2010

INTRODUCTION

Congratulations on purchasing an AirBerth® Boat Lift System.

You now own Ultimate Boat Protection. Your AirBerth® Boat Lift System will enhance your boating lifestyle in many ways, including:

- Access to your boat day or night
- Single person operation
- Safe entry during mooring
- Greatly reduced maintenance cost for your hull and engines.
- Elimination of anti-fouling from your hull resulting in faster speed and better fuel economy
- Improved resale value of your boat
- The AirBerth® is an investment which can be recouped when you choose to upgrade or sell your vessel, versus a sunk cost like anti-fouling

This manual will provide you the owner with information on:

- Suitable Mooring Locations
- Operating Procedures
- General Safety Tips and Maintenance
- Warranty
- Technical Specifications

The AirBerth® Boat Lifting System enhances your boating lifestyle by making it easier for you to use your boat more and enjoy the boating lifestyle you've earned.

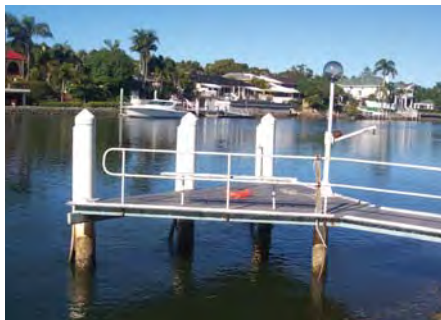
Wishing you happy boating and smooth seas,

The Team at AirBerth®

SUITABLE MOORING LOCATIONS



Floating Pontoons



Fixed Jetty

The AirBerth® is a calm water device and must not be installed or used in mooring locations with excessive wave or swell action due to exposure or commercial marine activity.

The AirBerth® requires a minimum operating water depth to raise and lower. The water depth should be checked at low tide to ensure that the AirBerth® can operate freely without restriction.

Table 1_Minimum operating depths for monohull models

	M1500	M1000	M800	M730	M650	M520	M430	M320	M230
Metres	3.0m	2.1m	2.0m	2.0m	2.0m	1.8m	1.8m	1.8m	1.8m
Feet	10'	7'	6' 6"	6' 6"	6' 6"	6'	6'	6'	6'

Table 2_Minimum operating depths for catamaran models

	C1500	C1000	C800	C730	C650	C520	C430	C320	C230
Metres	3.0m	2.1m	2.0m	2.0m	2.0m	1.8m	1.8m	1.8m	1.8m
Feet	10'	7'	6' 6"	6' 6"	6' 6"	6'	6'	6'	6'

SAFETY CHECKLIST

Ensure that the following is observed:

- ✓ No one is on the vessel during raising and lowering.
- ✓ The Operator must supervise the AirBerth® at all times during the raising and lowering procedure.
- ✓ No ropes restrict the AirBerth® as it raises and lowers into the water.
- ✓ There is sufficient water depth to operate the AirBerth®.
- ✓ The boat's stern cleats are strong and firmly fitted to the boat.
- ✓ Your power source has an RCD (Residual Current Device) or Earth Leakage Circuit Breaker, standard on most marinas, fitted to the circuit.
- ✓ The Blower Box is clear of any flammable material (ie. fuel or gas) or pools of water before operating.
- ✓ The Blower Box is placed on a dry and clean surface and that the vents on the base of the box are not blocked or restricted during operation.

OPERATING PROCEDURES

STORE YOUR BOAT WITH AIRBERTH®



Drive the boat in between the mooring guides.



Fit the position ropes onto the cleats of the boat.



Attach the Blower Hoses from the Blower Box Outlet's to the Air Controls. Turn the blower to the far side first, then, after 2 seconds, switch the remaining blower on.



Once you see bubbles appear at the rear of the AirBerth®, wait a minimum of 30 seconds before raising both snorkels and tying them off to the Snorkel Rope Cleat.



Turn off the blowers, remove the hoses and fit the Air Sealing Caps onto the Air Control. If you wish you can secure the Air Sealing Caps with a Padlock.

LAUNCH YOUR BOAT WITH AIRBERTH®



Release both the ropes to both Snorkels ensure that they are both fully in the water.



Remove both Air Sealing Caps simultaneously to allow water to enter the AirBerth®.



Once the unit is fully submerged, start the boat's engine/s.

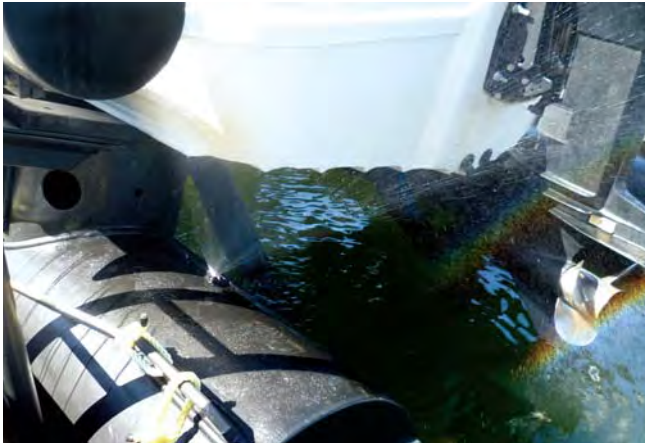


Remove both Positioning Ropes and store them on the Rope Stores on the Mooring Guides.

Gently reverse out of the AirBerth® for a day's boating.

OPERATING PROCEDURES

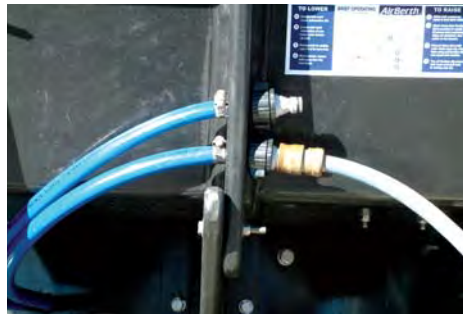
HULL RINSING SYSTEM



Each AirBerth® is equipped with a hull rinsing system to rinse the part of the hulls which are difficult to get to. The hull rinse system can be used when the AirBerth® has been raised.



Connect a hose to the Sprinkler adaptor and turn the hose on.



Once one side is done, connect the hose to the remaining side to complete the hull rinse.



MAINTENANCE OF YOUR AIRBERTH®

- When not in use, store your blower box and hoses in a dry place out of direct sunlight.
- Periodic inspection of all parts is good practice, with particular attention to all ropes, hoses and fittings.
- If your boating takes you away for more than two days, it is highly recommended that you leave the AirBerth® raised without a boat to keep the upper parts of the AirBerth® free of barnacles and marine growth, to prevent damage to your vessel upon your return.
- Marine growth will appear underneath the AirBerth® however this will not affect its operation or performance. The AirBerth® therefore does not require any anti-fouling paint.
- Electrolysis will not affect the AirBerth® nor will the AirBerth® create any electrolysis for surrounding boats or marinas.
- The serial number for your unit can be found behind both front pedestals.

SAFETY TIPS AROUND THE AIRBERTH®

- The AirBerth® may get very hot in direct sunlight and may be slippery when wet.
- Take care when moving around the AirBerth®. Use the blue non slip pads for a better footing when alighting on and off the boat.

BOAT SUITABILITY

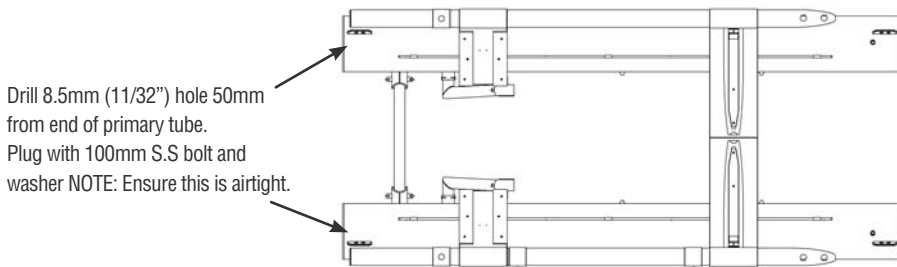
- The AirBerth® 'M' Series of Boat Lifts are suitable for planing monohull boats. (Displacement hull boats cannot be lifted by the AirBerth®.)
- The AirBerth® 'C' Series is suitable for Power Catamarans with stern legs, concealed shaft drives and jet drives. (Power cats with exposed shafts as well as fixed ballasted keels are not suitable to be lifted up on the AirBerth® 'C' series.)
- The total weight of the boat, including water, fuel and load, must not exceed the specified 'Lifting Capacity' as shown in the Technical Specifications table at the end of this manual and displayed on the plate mounted on the front pedestal of the AirBerth® Boat Lift. The total hull length of the boat must be within the specified 'maximum and minimum length' as displayed on the Technical Specifications table at the end of this manual.

AIRLOCKS

While we have made every effort to design the boat lift to operate as smoothly as possible, there may be instances where the owner has inadvertently tried to lift a boat that exceeds the weight range for the lift or has moved the boat too far forward. This may cause air to be trapped at the rear of the AirBerth® Boat Lift and the lift will not sink or lower itself.

In this situation:

- Drill one 8.5mm (11/32") hole at the top of the rear of each primary tube.
- This will allow the air to escape and the boatlift will sink.
- Move the boat away and raise the AirBerth® Boat Lift again as per normal operation. Once this is done, plug the two holes with a 10mm 316 stainless steel bolt each.
- Check to ensure your boat is in the correct weight range and dead rise for the lift. If it is, try the lift operation again and ensure that the boat is not moved too far forward.



If in doubt, always contact your Distributor or AirBerth® Boat Lift Systems for assistance.

OTHER SERVICES

A qualified AirBerth® Boat Lift service agent will be required for the following operations:

- Installing an AirBerth® Boat Lift to a new location either at a marina or a private pontoon.
- Changing the control side of your AirBerth® Boat Lift.
- Fitting a new boat to an AirBerth® Boat Lift.
- Regular maintenance of ropes, hoses and miscellaneous fittings.

METRIC SPECIFICATIONS TABLE

MODEL	M1500	M1000	M800	M730	M650	M520	M430	M320	M230
Lifting Capacity (kgs)	15,000	10,000	8,000	7,300	6,500	5,200	4,300	3,200	2,300
Minimum Boat Length (metres)	9.8m	9.8	9.8	8.9	8.1	8.1	6.8	5.6	4.4
Maximum Boat Length (metres)	13.8m	13.8	13.8	12.6	11.4	11.4	10.0	8.2	7.1
Operating Water Depth (metres)	3.0	2.1	2.0	2.0	2.0	1.8	1.8	1.7	1.7

IMPERIAL SPECIFICATIONS TABLE

MODEL	M1500	M1000	M800	M730	M650	M520	M430	M320	M230
Lifting Capacity (lbs)	33,000	22,000	17,600	16,000	14,500	11,440	10,000	7,000	5,000
Minimum Boat Length (feet)	32'	32'	32'	29'	26'	26'	22'	18'	15'
Maximum Boat Length (feet)	46'	46'	46'	42'	38'	38'	33'	27'	24'
Operating Water Depth (feet)	10'	7' 0"	6' 6"	6' 6"	6' 6"	6' 0"	6' 0"	5' 6"	5' 6"

TECHNICAL SPECIFICATIONS

WARRANTY STATEMENT

The AIRBERTH® Boat Lift device has been designed and manufactured as a personal boat storage device for private use. The warranty provided, only applies to the AIRBERTH® Boat Lift device when used for that purpose.

1. AIRBERTH® MARKETING PTY LTD (A.B.N. 33 090 742 162) provides the following warranty for materials and workmanship of the AIRBERTH® Boat Lift device:

- All polyethylene materials – 5 years
- All positioning ropes, hoses, fittings and fasteners – 24 months
- Air Blowers - Original supply only – 12 months
- Construction workmanship – 24 months

2. Warranty will be VOID if:

- The device is left in waters that freeze over.
- The total weight of the supported vessel, including but not limited to water fuel and live load, has exceeded the specified weight limitation.
- The device is installed and/or used in a 'rough water' site. (Calm water device only).
- The device is allowed to 'bottom' on the sea floor.
- The device is used for a vessel type other than the vessel type as specified in the technical specifications.
- The device is subject to wilful damage or misuse.
- The device is subject to vandalism.
- The device is subject to accident damage.
- Modifications have been made to the device or it's controls.
- The device is installed in a manner that does not comply with the installation recommendations.

General:

AIRBERTH® MARKETING PTY LTD, reserve the right to repair or replace any failed component(s) of the AIRBERTH® Boat Lift device, at their sole discretion.

The obligations and liabilities of AIRBERTH® MARKETING PTY LTD, under this warranty are limited to those of the AIRBERTH® Boat Lift device only.

No other company, person, or organisation of any kind, is permitted to accept any claim on behalf of AIRBERTH® MARKETING PTY LTD unless authorised in writing to do so.

Due to ongoing development, the AIRBERTH® Boat Lift device may be improved and changed from time to time. AIRBERTH® MARKETING PTY LTD is under no obligation to supply those improvements or changes to any existing AIRBERTH® Boat Lift device.

This warranty is non transferable and applies solely to the first purchaser of each individual unit.

WARRANTY CERTIFICATE

This Warranty Certificate is issued to:

(Insert Name)

of

(Insert Mooring Address)

This is to certify that the AirBerth® Boat Lift designated _____(Insert Model)
is warranted by AirBerth® Marketing Pty Ltd for materials and workmanship,
under the terms and conditions of the AirBerth® Warranty Statement.

The Serial Number of this unit is _____
(Insert Serial Number)

Vessel fitted _____
(Insert Description of Vessel fitted, i.e. Vessel name/registration, Brand, Model)

The warranty period will commence from the date below.

Installer Name: _____

For AirBerth® Boat Lift Systems

Dated: _____

Please present this certificate to an authorised AirBerth® Service Hub
when making a warranty claim.

AirBerth[®]

BOAT LIFT STORAGE SYSTEMS

For more information contact:

AirBerth[®] Marketing Pty Ltd

Unit 2/5 Taree St

PO Box 2639

Burleigh Heads QLD 4220

Australia

Phone: +61 7 5587 7888

Fax: +61 7 5593 7888

Email: info@airberth.com

Web: www.airberth.com

Your local service agent is:



SEAPEN TECHNOLOGY

PATENTED ROPE MESH TECHNOLOGY

Maximise the air space around your boat allowing ventilation for your hull to breathe. In addition protecting the SeaPen skin from props and trim tabs, and allowing the water to drain quickly away from your boat to the SMART bilge system for drainage.

POLYMER SKIN TECHNOLOGY

Preventing barnacle growth on the outside of the skin making it virtually maintenance free with generally no need to remove the SeaPen skin for cleaning.

KEEP YOUR BOAT DRY

The SeaPen will keep your boat CLEAN& DRY to prevent barnacle and other growth on your hull - protect your boating investment long term. No more antifoul or worries about the growth on the hull - optimise your boat's performance and minimise your maintenance costs with a clean hull and props.

EASY AND SAFE DOCKING SYSTEM

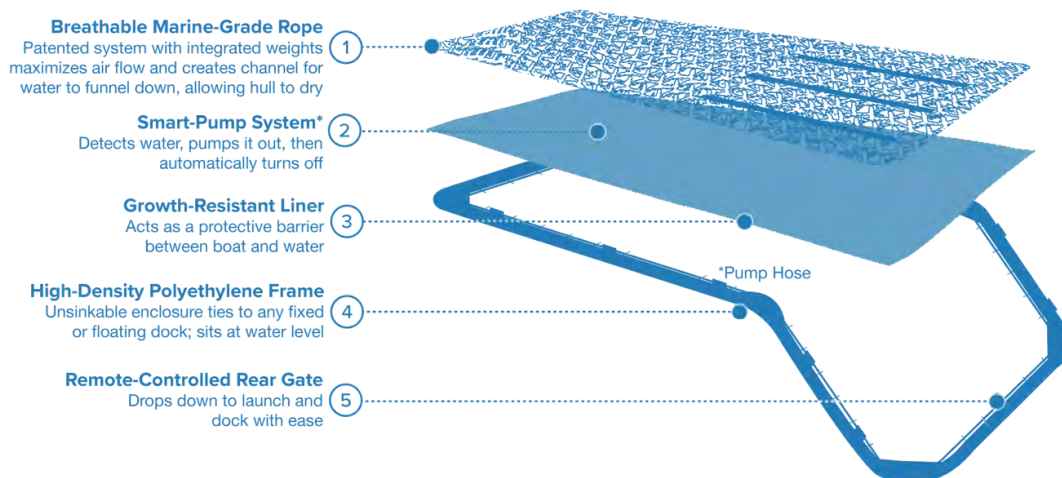
No more jumping off the boat to grab mooring lines or the boat. The SeaPen acts as a boat catcher allowing you to easily park your boat even if you're on your own, making boating enjoyable and SAFE for you and the family.

REMOTE OPERATION

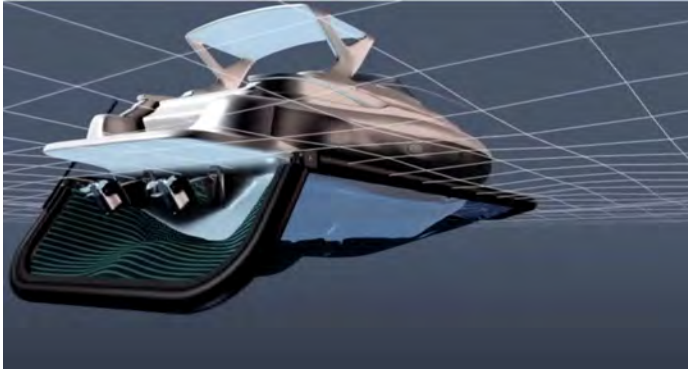
Operate your SeaPen with a press of a button like a garage door, making it a fast, convenient and safe system in which to garage your boat.

SMART CONTROLLER

NEW SMART Monitoring Algorithmic Technology for SeaPen SQ. The SMART controller turns on periodically and uses an algorithm to test for water and pump the SeaPen dry, then goes back to standby mode. A unique solution to keep your boat out of the water with a clean hull.

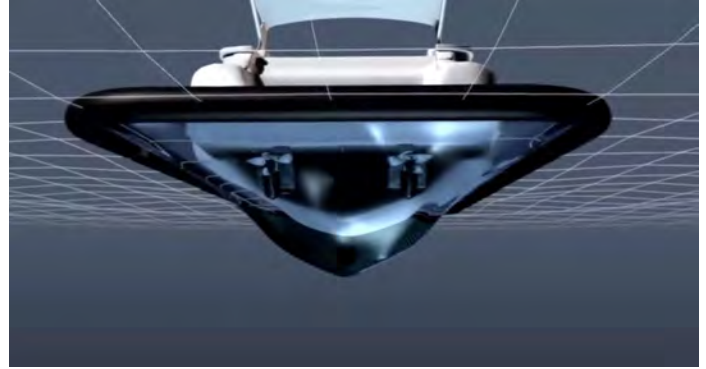


HOW IT WORKS



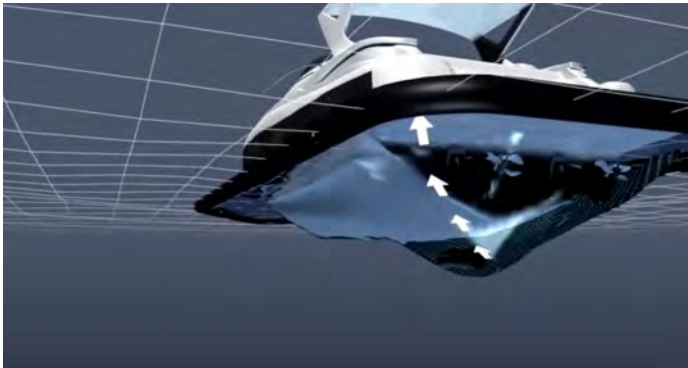
Locate.

Drive in and let the SeaPen hold you at the berth.



Isolate.

Raise the gate with the simple press of a button.



Drain.

The bilge pump will automatically switch on and drain.



Ventilate.

With SeaPen's patented rope mesh technology.

FLOATBRICKS SPECIFICATIONS

FloatBricks Brick dimensions:	500 mm x 500 mm x 400 mm LxWxH
Weight/brick:	7.0 kgs each
Wall thickness:	3-5mm
UV Stabilisation (as % of total material mass):	0.3% (Industry standard is 0.2%)
Draft unloaded:	3 cm
Material:	High Molecular Weight High-Density Polyethylene (HMW HDPE)
Warranty:	Five years warranty against manufacturing defects. Manufacturer's Warranty provided by Dockpro. Accessories have one year warranty against manufacturing defects.
Expected life:	Greater than 15 years
Maintenance:	nil

DETAILS

1. Modular design gives high tensile strength, impact strength and is quick to assemble and reconfigure.
2. Safety - Anti-slip surface designed to ensure safety.
3. UV stable - resistant to UV rays
4. Life span - greater than 15 years under normal operating conditions.
5. Eco-friendly materials: can all be recycled.