

Accident Report Form



When completed, this template can be used as evidence to partly satisfy the health and safety accident reporting requirements of the RFS Standard.

Accident reporting form.

Accident report form	
Person affected	
Position on board	
Person reporting the injury	
Position on board	
Accident/injury date	
Accident/injury time	
Area where accident took place	
Machinery/ equipment involved (Y/N)	
Type of machinery	
Description of incident including causes and nature of any injuries	
Reportable accident (Y/N)	
Reported to	
Actions taken	
List treatments given to IP	
Able to return to work Y/N	
Actions taken if not able to return to work	
Review of risk assessment required Y/N	
Accident/injury logging	
Details recorded by	
Signed	
Dated	

Alcohol and drugs policy



When completed, this template policy can be used as evidence to partially satisfy the RFS Standard requirements in respect of crew welfare and integrity.

The below declaration should be ***signed by the skipper and all crew*** to confirm their understanding and compliance with the vessels drug and alcohol policy

Vessel Name		PLN	
--------------------	--	------------	--

Alcohol and drugs policy and procedures declaration.

I recognise that prohibited drugs and alcohol and other intoxicants can have a detrimental effect on the health and safety of individuals and co-workers and that all persons must be in a fit condition at all times to deal with any emergency situation that might arise.

In the context of this declaration, I accept that drugs include any hallucinogenic, narcotic, stimulant or other illegal substance likely to alter an individual's state of mind or physical condition. (Controlled drugs defined in the Home Office Misuse of Drugs Act 1971).

As a crew member of this vessel I agree that I am expected to be in a suitable mental and physical condition at work in order to perform my duties in a satisfactory manner and behave appropriately.

Where these expectations are not met, I understand I may be dismissed from the vessel immediately and without recourse.

I understand that I shall not be permitted to work where I report for work and my behaviour reflects the consumption of alcoholic beverage and/or drugs and that until I am capable to conduct my normal duties as decided by the Skipper that I shall not be allowed to work.

I understand and accept that should I be found to be involved in the sale, purchase, transfer, use or possession of any amount of illegal drugs whilst working with this vessel that I will be stood down from operations and removed from the vessel at the first opportunity, and will

Annual vessel inspection record



When completed this record template can be used as evidence to satisfy elements of the health and safety requirements of the RFS Standard.

The following form should be completed at least yearly to confirm that an inspection of vessel, machinery and equipment has taken place and that all remain compliant of legal requirements.

Name of vessel	
PLN	

ANNUAL REVIEW RECORD			
Date of inspection	Areas/equipment inspected	Signed	Name

Catch handling – High/Low temperature management record



When completed, this template can be used as evidence to partially satisfy the requirements of the RFS Standard in respect of food hygiene and catch quality and or safety control.

Catch handling – High/low temperature management record.

The following template can be completed on each occasion where the catch remains outside of temperature control (either above 4°C for more than 4 hours or accidentally frozen).

DATE	PROBLEM	ACTIONS TAKEN TO RECTIFY	RECTIFIED Y/N	ACTIONS TAKEN IF NOT RECTIFIED	SIGNED

Catch or crew food hygiene problem record



When completed, this template can be used as evidence to partially satisfy the requirements of the RFS Standard in respect of food hygiene and catch quality and or safety control.

Catch or crew food hygiene problem record.

The following template can be completed on each occasion where vessel hygiene limits are exceeded and either catch or crew food safety have been compromised.

DATE	PROBLEM	CATCH OR CREW FOOD SAFETY IN DANGER Y/N	SKIPPER NOTIFIED Y/N	ACTIONS AND OUTCOME	SIGNED

Cleaning procedures record



When completed, this template can be used as evidence to partially satisfy the RFS Standard requirements in respect of food hygiene and cleanliness.

Cleaning procedures record

The following tables identify various vessel elements and equipment together with frequencies and methods of cleaning. If the tables do not exactly reflect what happens on your vessel, the content of the tables should be amended to include any additional areas or equipment that require cleaning inclusive of frequency of cleaning and the method used.

Area or Item of Equipment	Vessel applicable Y/N	Recommended Frequency of Clean	Method of Application
Net Pounds		<i>When nets are shot away from stowage area. One full clean per trip.</i>	<i>Hose down. Wash down, hose rinse.</i>
Fish Working Deck Area		<i>As necessary. Significant breaks in fishing. End of trip.</i>	<i>Hose down. Chemical clean, hose down. Chemical clean, soak, rinse.</i>
Fish Hopper or Pound		<i>Between hauls. Significant breaks in fishing. End of trip.</i>	<i>Hose down. Chemical clean, hose down. Chemical clean, soak, rinse</i>
Fish Conveyor and Elevator		<i>Between hauls. Significant breaks in fishing. End of trip.</i>	<i>Hose down. Chemical clean, hose down. Chemical clean, soak, rinse.</i>
Gutting Tables and Boards		<i>As necessary. Significant breaks in fishing/when not in use. End of trip.</i>	<i>Rinse. Chemical clean, hose down. Chemical clean, leave in sanitising dip till next trip.</i>

Grading Bins		<p><i>Between hauls.</i></p> <p><i>Significant breaks in fishing.</i></p> <p><i>End of trip.</i></p>	<p><i>Hose down.</i></p> <p><i>Chemical clean, hose down.</i></p> <p><i>Chemical clean, soak, rinse.</i></p>
Gutting Machine		<p><i>As necessary.</i></p> <p><i>Significant breaks in fishing.</i></p> <p><i>End of trip.</i></p>	<p><i>Hose out.</i></p> <p><i>Chemical clean, hose out.</i></p> <p><i>Chemical clean, soak, hose out.</i></p>
Fish Washer		<p><i>Between hauls.</i></p> <p><i>Significant breaks in fishing.</i></p> <p><i>End of trip.</i></p>	<p><i>Hose down.</i></p> <p><i>Chemical clean, hose down.</i></p> <p><i>Chemical clean, soak, rinse</i></p>
Baskets		<p><i>Between hauls.</i></p> <p><i>Significant breaks in fishing.</i></p> <p><i>End of trip.</i></p>	<p><i>Hose down.</i></p> <p><i>Chemical clean, hose down.</i></p> <p><i>Chemical clean, soak, rinse</i></p>
Scales		<p><i>As necessary.</i></p> <p><i>End of trip.</i></p>	<p><i>Rinse platform.</i></p> <p><i>Chemical clean and rinse platform, and wipe down keypad.</i></p>
Hold		<p><i>End of trip.</i></p>	<p><i>Chemical clean for all surfaces; soak, and rinse off.</i></p> <p><i>Ensure no residual taint - use freshwater to rinse.</i></p>
Other (specify)			
Other (specify)			

Vessel (galley, toilets, shower and accommodation) cleaning schedule

Area or Item of Equipment	Vessel applicable Y/N	Recommended Frequency of Clean	Method of Application
Cooker		<i>Daily</i>	
Fridge		<i>End of trip</i>	
Freezer		<i>Defrost as required</i>	<i>Defrost and wipe clean</i>
Sink		<i>Daily</i>	
Microwave		<i>Daily</i>	
Shower			
Toilet			
Other (specify)			
Other (specify)			
Other (specify)			
Other (specify)			
Other (specify)			

Cleaning products record



When completed, this document can be used as evidence to partially satisfy the RFS Standard requirements in respect of food hygiene and cleanliness.

Use this template to record all cleaning products and chemicals used on board. Product safety data information should also be held for all cleaning products used.

Cleaning product	Used on	Used by	Storage area	Health and Safety data held

Continuous improvement policy



When completed, this template policy can be used as evidence to partially satisfy the requirements of the RFS Standard in respect of demonstrating continual improvement.

It should be signed by the owners and skipper(s) to demonstrate their commitment to continuous improvement and complaints handling

Vessel Name		PLN	
--------------------	--	------------	--

Continuous improvement policy

It is the policy of the owner(s) and skipper(s) of this vessel to have an established complaints procedure in place and will endeavour to investigate any complaints received as soon as is practically possible after receipt. The owner(s), skipper(s) and or agents acting on behalf of the vessel shall provide, upon request complaints forms for completion by their customers and shall respond to any complainants in an attempt to resolve the matter.

Any complaints received will be recorded and records retained for a minimum period of 18 months from the date of the complaint.

OWNER DECLARATION	
SIGNED	
PRINT NAME	
DATE	

SKIPPER DECLARATION (IF NOT OWNER)	
SIGNED	
PRINT NAME	
DATE	

CO-SKIPPER DECLARATION(IF NOT OWNER)	
SIGNED	
PRINT NAME	
DATE	

Crew induction and refresher training policy



When completed and signed by all skippers, this template policy can be used as evidence to partially satisfy the RFS Standard in respect of crew training and development

Crew induction and refresher training policy

Vessel Name		PLN	
Name of skipper(s) to whom policy applies			

It is the policy of the owner(s) of this vessel that the skipper shall conduct with all new crew members a comprehensive training induction programme to ensure that they are competent in the use of all equipment identified as being used or potentially needed to be used by them and all systems within which they will operate before they use them.

In addition it is the policy of the owner(s) of this vessel that all crew be given comprehensive induction training by the skipper (or other deemed competent persons) on any new equipment or systems of working introduced to the vessel before they are used or applied without supervision.

It is the responsibility of the skipper to maintain an individual record of training given to each member of the crew detailing;

- The type of training provided (or the name of the machinery or equipment on which training has been provided).
- The date of training.
- The training deliverer.
- Where applicable the date after which refresher training is required.

It is responsibility of the skipper to ensure that each individual training record shall be signed and dated by the trainee.

Finally it is the responsibility of the skipper(s) named above to ensure that all necessary refresher training as required will be undertaken in accordance with scheme requirements

As a skipper named above in this policy document I agree to the requirements of the policy and shall discharge my duties as laid out above.

Declarations of commitment to undertake induction training in accordance with induction training policies

OWNER DECLARATION	
DO YOU SKIPPER THE VESSEL	
SIGNED	
PRINT NAME	
DATE	

SKIPPER DECLARATION (IF NOT OWNER)	
SIGNED	
PRINT NAME	
DATE	

CO-SKIPPER DECLARATION(IF NOT OWNER)	
SIGNED	
PRINT NAME	
DATE	

Crew induction training record



When completed, this template document can be used as evidence to partially satisfy the RFS Standard requirements in respect of crew training and development.

COMPLETE ONE FORM FOR EACH CREWMAN

Vessel name			PLN	
Crew name			Date of first sailing/joining	
Training delivered	Date training delivered		Delivered by	
New crew induction				
Muster station procedures				
Anchoring procedures				
Abandon ship procedures				
Fire procedures				
Man overboard procedures				
Environmental issues training				
Ethical issues training				
Food Hygiene (catch)				
Food Hygiene (crew food)				
Other – specify				

Crew mandatory training record



When completed, this template document can be used as evidence to partially satisfy the RFS Standard requirements in respect of crew training and development.

COMPLETE ONE FORM FOR EACH CREW MEMBER.

Vessel name			PLN	
Crew name			Date of first sailing/joining	
Training course	Date of qualification	Cert No	Refresher due	2 nd refresher due
Sea Survival				
First Aid				
Fire Fighting				
New Entrant Health & Safety				
Safety Awareness				
Stability Awareness				
Navigation/Bridge Watchkeeping				
Engine room Watchkeeping				
Deck Officer (Class 1)				
Deck Officer (Class 2)				
Deck Officer (Class 3)				
Engineer (Class 1)				
Engineer (Class 2)				
Emergency procedures				
Engine failure				

Crew medical questionnaire



MEDICAL QUESTIONNAIRE / SELF CERTIFICATION FORM

When completed, this document can be used as evidence to partially satisfy the RFS Standard requirements in respect of record keeping.

ONE FORM SHOULD BE COMPLETED AND SIGN BY EACH SKIPPER/CREW MEMBER.

Complete all parts by ticking the boxes and providing more details if required.

Name.....

Date of last health check:

This form needs to be updated within a period of 2 years for over 18s, annually for under 18s.

Have you ever had the following?	No	Yes	If yes please give further details
Anaemia or other blood disorders?			
Disorders of the nervous system including epilepsy, balance problems, dizziness or light-headedness?			
Recurrent or persistent headaches?			
Psychiatric illness or trouble with nerves, stress, depression or anxiety, early waking or unpleasant dreams or difficulty sleeping?			
Disease of the heart or circulation including angina, chest pains, palpitations swollen ankles, leg cramps when walking and high blood pressure?			
Allergy to any food, drug or other substance at home or at work? Please describe the effect.			
Asthma, bronchitis or chest disease such as persistent cough or breathlessness?			
Stomach or duodenal ulcer, indigestion, heartburn or stomach pains?			
Bowel disorder or problems?			
Kidney or bladder disorder, pain, blood or frequency in passing urine?			
Diabetes or thyroid disease?			
Hernia or rupture?			

Disorder of the back, neck, joints or muscles?			
Disorder affecting the hands or arm?			
Skin disease or dermatitis?			
	No	Yes	If yes please give further details
Ear disease or deafness?			
Eye disorders including colour blind-ness? Have you had laser/corneal surgery?			
Hepatitis, jaundice or other liver or gall bladder disease?			
Disturbed sleep from snoring or breathing difficulty, daytime sleepiness, or diagnosed with a sleep disorder?			
Do you take illegal drugs or believe you have an alcohol problem?			
Have you ever had a serious injury or broken bones?			
Have you ever had an operation?			
Have you had or are you waiting for any tests, investigations or treatment?			
Are you taking any drugs or medicines? If yes, please list.			
Have you left a job for medical reasons?			
Have you ever had an illness caused by your work?			
Have you been away from work for at least two weeks due to illness in the past two years?			
Do you suffer from any other health problem or disability, which is relevant to your job or the proposed job?			

Declaration

I declare that the information I have provided about my medical fitness is to the best of my belief true and complete. As a result of completing this form I understand that I may be asked for clarification of one or more points arising from the questionnaire, and I may be asked to gain a medical fitness certificate from an MCA approved doctor.

I also understand that if, in the event that I am offered work, it is subsequently shown that I have knowingly provided misleading or false information, or knowingly withheld medication information, I may be in breach of my work agreement.

Print name..... Date..... Signature.....

The information captured on this form will remain confidential between the skipper and the crew member named. During an RFS Audit this form may be shown to an RFS Auditor. The information will not be copied or removed from the vessel in any format.

Crew operating procedures training record



When completed, this document can be used to partially satisfy the RFS Standard requirements in respect of crew training and development.

COMPLETE ONE FORM FOR EACH CREW MEMBER, CREW MEMBER NEEDS TO SIGN THE FORM

Name of crew member	
----------------------------	--

The location and use of safety equipment and fire equipment:			
Life raft Location		Life jackets & lights & whistles	
Lifebuoy and light		Pyrotechnics	
EPIRB		First aid equipment	
Portable fire equipment		Fixed fire equipment & detection	
Deck / fire pump & hose/s		Vent closures / fuel shut offs	
Metal buckets with lanyards			

The routine operation, procedure or general knowledge of:			
Windlass / anchoring		Preparing vessel for sea	
Watch keeping responsibilities		LPG system	
Berthing mooring lines		Navigational equipment	

Helm / engine controls & pilot		Electrical & emergency electrical	
Communication equipment		Refuelling	
Bilge & tank pumping		Hatches and closures	
Garbage / oil / sewage disposal		Record keeping	
Incident reporting		Risk assessments	

The response in the event of an emergency:			
General alarm signal		Medical / injury	
Fire on board / E/R alarms		Escape routes	
Person overboard		Abandon vessel / remain with vessel	
Flooding / grounding / bilge alarm		Fixed fire equipment & detection	
Deck / fire pump & hose/s		Vent closures / fuel shut offs	
Metal buckets with lanyards			

Fishing and associated operations:			
Shooting of gear		Recovery of gear	
Stowage of gear		Baiting of gear	
Vessel hygiene		Pest control and reporting	
Catch handling		Temperature control	
Preservative treatment procedures		Chemicals storage	
Equipment calibration			

I confirm that I have received adequate induction training in relation to the above indicated areas of operation, procedures and practices.(tick appropriate boxes)

Signed		Name		Position		Date	
Induction training delivered by							
Signed		Name		Position		Date	

Crew work agreement



When completed and signed by both parties, this template agreement can be used as evidence to partially satisfy the RFS Standard requirements in respect of crew welfare and integrity.

COMPLETE ONE FOR EACH CREWMAN.

Work agreement.

The following work agreement sets out the details and particulars that shall be agreed to, adhered to and signed by both parties to this agreement, and remain binding until expiry or as per the agreed terms of termination.

Name and port licence numbers of vessel on which work will be undertaken.

.....

Name of vessel owner

.....

Name of any company under which the vessel operates

.....

Address of vessel owner

.....

Fisherman's full name, date of birth and birthplace

.....

Address of fisherman at commencement of agreement.

.....

Work position on the vessel (eg mate, skipper, deck hand)

.....

Capacity in which employed (eg share fisherman, contracted, employed)

.....

Pay arrangement (eg % share, fixed income)

.....

If pay arrangement by % share, method of share calculation

.....

Pay settlement terms (eg weekly, monthly, within "x" days of landing)

.....

Details of any cover provided by the owners in the event of sickness, injury or death in connection with service (if none state none)

.....

Details of any health and social security benefits to be provided by the employer, fishing vessel owner or other party or parties to the fishers work agreement (if none state none)

.....

Details (where applicable) of any entitlement to repatriation.

.....

Agreement start date

.....

Agreement end date

.....

Method and notice period for termination of the agreement

.....

As part of the terms of this agreement the owner recognises (1) that the crew member, in whatever capacity engaged, has the right to a collective bargaining agreement and a (2) that the crew member is entitled to minimum rest periods outlined in national laws, regulations and any other applicable measures.

In addition the owner(s) shall not take deductions from a crew member's remuneration or share of the catch as a disciplinary measure, without the express agreement of the crew member concerned.

	Owner/skipper	Crew
Signed		
Print name		
Dated		

Crewing levels statement



When completed, this statement template can be used as evidence to satisfy elements of the health and safety requirements of the RFS Standard.

Safe crewing levels statement

Vessel Name	
PLN	
Fishing methods employed	

Following assessment, the minimum number of crew (inclusive of the skipper) required to undertake the above described fishing activities has been assessed and agreed by the owner(s) and skipper(s) to be.....persons

OWNER DECLARATION	
DO YOU SKIPPER THE VESSEL	
SIGNED	
PRINT NAME	
DATE	

SKIPPER DECLARATION (IF NOT OWNER)	
SIGNED	
PRINT NAME	
DATE	

CO-SKIPPER DECLARATION (IF NOT OWNER)	
SIGNED	
PRINT NAME	
DATE	

Customer complaint record



When completed, this template can be used as evidence to partially satisfy the RFS Standard requirement in respect of demonstrating continual improvement.

The following template can be used to capture and record complaints made in respect of landings together with corrective actions taken.

Customer Complaint Form	
Date of landing:	
Location of landing:	
What happened to cause you to be dissatisfied?	
How can we make this right?	
Name:	
Address:	
Postcode:	
Phone:	
Email:	

Corrective actions undertaken following complaint

Repair record

Date	Repair type	Carried out by	signed

Engine maintenance record



When completed, this template can be used as evidence to partially satisfy the RFS Standard requirements in respect of vessel safety.

Main engine maintenance and repair record

Vessel Name		PLN	
--------------------	--	------------	--

Check	Name of person(s) responsible and positions
Coolant level	
V belt tension	
Oil level	
Exhaust gas	
Battery charge (alternator)	
Warning light (oil pressure)	
Warning light (temperature)	
Battery charge (alternator)	

Date	Repair type	Carried out by	signed

Vessel Name		PLN	
--------------------	--	------------	--

..... hours running checks/actions

Check/Action	Name of person(s) responsible and positions
Lube oil change	
Oil filter replacement	
Gear box oil replacement	
Fuel filter change	
Engine mount check	
Shaft coupling check	
Hose integrity check	
Hose clip condition and tightness	

Environmental, welfare and care of the catch training policy



When signed by all skippers, this policy template can be used as evidence to partially satisfy the RFS Standard requirements in respect of crew training and development.

Environmental, welfare and care of the catch training policy.

It is the policy on board this vessel that the skipper(s) and/or crew shall actively commit to participating in training or industry initiatives designed to enhance the management of the environment and/or resource/ product creation /crew safety and welfare.

In addition they shall actively commit to attend training initiatives that will enhance their ability to improve preservation of the catch and to maintain freshness and quality.

In the event that this vessel operates single handed it shall be the policy of the operator that they similarly actively commit to participating in training or industry initiatives designed to enhance the management of the environment and/or resource/ product creation /crew safety and welfare.

SKIPPER DECLARATION	
SIGNED	
PRINT NAME	
DATE	

CO- SKIPPER DECLARATION	
SIGNED	
PRINT NAME	
DATE	

Environmental impact operating policy



When completed, this can be used as evidence to partially satisfy the RFS Standard requirements in respect of caring for the environment.

Vessel Name..... **PLN**.....

The below signees on behalf of the vessel owner(s), skipper(s) and (where relevant) crew commit to the following principles: That;

- They will take all necessary and appropriate measures to ensure that the fisheries and ecosystems in which the vessel operates are accessed responsibly, to preserve their responsible use for current and future generations.
- They will abide by all environmental laws and will cooperate with regulatory authorities in pursuit of sustainable management of the fisheries in which the vessel operates.
- They will make all reasonable efforts to minimise the capture of unintended by-catch.
- They will ensure the vessel is well maintained and that any waste produced and any disused fishing gear is appropriately disposed of on land, and recycled where possible.
- The owner and or skipper(s) will actively support and encourage participation of the crew in any available training to achieve the above objectives.
- The operators of the vessel will not deliberately discharge oils, fuels or oily mixtures into the seas. Any oily mixtures collected will be suitably held on board and safely disposed of on return to port.
- Any leakage of fuel, oil or engine cooling water will be immediately addressed. If suitable repair cannot be carried out at sea, the vessel will undertake to carry out the repair as soon as practical after the vessel reaches port.
- The operators of the vessel will undertake to maintain all seals, glands and gaskets from all machinery, engines and propeller shafts in good condition.
- Where design allows, the vessel will have a fitted drip tray beneath the engine with adequate drainage into a holding tank; or similar method of collection and storage.

- Vessels over 400 tonnes will have suitable oil filtering/separating equipment to control oily discharge to within allowable limits as referenced in Marpol Annex 1. **(NOT APPLICABLE IF VESSEL LESS THAN 400 TONNES)**
- Provisioning of the vessel will be carefully managed to minimise the generation of on board waste whilst at sea.
- The vessel will have a suitable storage area in which to hold on board waste / waste generated whilst at sea.
- Vessel operators will not dispose of any type of inorganic waste / waste material into the seas.
- The vessel operators will have suitable waste management procedures for the collection, storage, and disposal or recycling of waste / waste material.
- Vessels over 12 meters will have a suitable placard displayed to highlight information on waste / waste laws in areas where it may be generated. **(NOT APPLICABLE IF VESSEL LESS THAN 12m LOA)**
- Vessel operators will follow any relevant national standards or guidelines which will minimise or reduce the emission of dangerous substances in engine exhaust gases.
- Where applicable, the vessel owner and/or operator will follow industry guidelines for the safe disposal of refrigerant gases. **(NOT APPLICABLE IF VESSEL HAS NO MECHANICAL REFRIGERATION)**
- Vessel operators will undertake to ensure that the responsible crew members are fully conversant with the proper running and correct maintenance of all machinery on board.
- Where in operation at ports of landing, vessel operators will actively participate in organised waste retrieval programmes.

The vessel owner/skipper will undertake to operate within the context of this policy, and the skipper will communicate this policy to all members of the crew.

SKIPPER DECLARATION	
SIGNED	
PRINT NAME	
DATE	

(WHERE RELEVANT) CO/SECOND-SKIPPER DECLARATION	
SIGNED	
PRINT NAME	
DATE	

Fishing gear inspection and repair record



When completed, this template can be used as evidence to partially satisfy the RFS Standard requirements in respect of vessel safety.

Fishing gear inspection and repair record.

The table below can be used to record the frequency of inspection of all gear associated with fishing operations.

EQUIPMENT NAME	FREQUENCY OF INSPECTION
Winches	
Hauler	
Warps	
Bridles	
Back Ropes	
Buoy Ropes	
Net Drum	
Lift winch & rigging	
Sheaves, rollers, fairleads	
Power block & crane bag	
Towing chains and tow point	
Hydraulic pipes and fittings	
Lifting beackets	
Lazy decky ropes	

Repair record

The table below can be used to record any equipment faults found together with how the fault was fixed.

Equipment	Date of inspection or failure	Corrective action	Date of correction or replacement

The following named individuals are deemed competent and responsible for undertaking the checks on fishing equipment and shall undertake inspections of all equipment in accordance with the minimum stipulated frequencies.

Name	Position

Other than through routine observation the following equipment will be formally inspected at intervals of not less than those shown above.

Where found, faults should be recorded in the above table.

Fishing vessel safety policy



When completed this policy template can be used as evidence to satisfy elements of the health and safety requirements of the RFS Standard.

Fishing Vessel Safety Policy

VESSEL AND CREW PARTICULARS	
Name of vessel	
Registration number (PLN)	
Fishing method(s)	
Number of crew inc skipper	

This Safety Policy Statement sets out how I/we intend to operate this vessel in compliance with the Merchant Shipping and Fishing Vessels (Health and Safety at Work) Regulations 1997 and other health and safety regulations, to minimise the risk of accidents and ill health.

Included in this statement are safety equipment, emergency measures and risk assessments (as vessel applicable) for activities and areas of the vessel. These will be reviewed every 12 months or sooner if significant changes have been made. Personal and protective equipment, information, training and the operating procedures necessary for the safety of the vessel and (where applicable) crew will be provided as required by the regulations.

It is also the policy applicable to this vessel that I/we shall commit to providing a safe working environment for (where applicable) all crew employed on or share fishermen working for the vessel and (where applicable) shall extend to cover all crew contracted to the vessel from external labour and recruitment agencies. At all times practices shall follow and adhere to recognised best practice in relation to health and safety.

As part of this policy it shall be a requirement that, where appropriate all crew and visitors will wear personal floatation devices when there is a risk of falling overboard and whilst at sea on open decks.

PERSON RESPONSIBLE FOR HEALTH AND SAFETY (IF MORE THAN ONE PERSON PLEASE ADVISE BELOW)	
NAME	

ADDITIONAL PERSON RESPONSIBLE FOR HEALTH AND SAFETY	
NAME	

TO BE SIGNED BY ALL PERSONS RESPONSIBLE FOR OVERSEEING AND ENFORCING HEALTH AND SAFETY ON BOARD THE VESSEL

	OWNER/SKIPPER/CO SKIPPER
SIGNED	
PRINT NAME	
DATED	

	OWNER/SKIPPER/CO SKIPPER
SIGNED	
PRINT NAME	
DATED	

Food preparation policy



When completed by all involved in food preparation, and countersigned by the skipper(s) this template agreement can be used as evidence to partially satisfy RFS Standard requirements in respect of crew welfare and integrity.

On board food preparation.

The following declaration should be signed by all individuals preparing and producing food on board vessel for crew consumption. The agreement should then be countersigned by the skipper(s) to confirm that all crew preparing food are aware of the food hygiene guidance contained within the RFS Cross Sector Compliance Support Guide.

Cook declaration.

I/we declare that I/we are capable of safe handling, storage and preparation of food stuffs for on board consumption, consistent with recognised best hygiene practice for food preparation and production and will follow that guidance at all times.

Name	Signed	Dated

Skipper declaration

I/we declare that the above named crew members have been made aware of the guidance contained within the food hygiene section of the RFS Cross Sector Compliance Support Guide.

Name	Signed	Dated

Handling practices annual review record



When completed, this template can be used as evidence to partially satisfy the RFS Standard requirements in respect of food hygiene and cleanliness.

The following template should be completed annually to confirm that a review of handling practices has taken place to ensure continued compliance with recognised best practice guidance. It should also be used to record any changes in handling practices that take place between annual reviews.

Name of vessel	
PLN	

AMENDMENT RECORD LOG		
Date of review/change in practice	Review or change in practice	Actions taken or procedures amended

Health and safety policy



When completed this policy template can be used as evidence to satisfy elements of the health and safety requirements of the RFS Standard.

Health and Safety Policy

VESSEL AND CREW PARTICULARS	
Name of vessel	
Registration number (PLN)	
Fishing method(s)	
Number of crew inc skipper	

This Safety Policy Statement sets out how I/we intend to operate this vessel in compliance with the Merchant Shipping and Fishing Vessels (Health and Safety at Work) Regulations 1997 and other health and safety regulations, to minimise the risk of accidents and ill health.

Included in this statement are safety equipment, emergency measures and risk assessments (as vessel applicable) for activities and areas of the vessel. These will be reviewed every 12 months or sooner if significant changes have been made. Personal and protective equipment, information, training and the operating procedures necessary for the safety of the vessel and (where applicable) crew will be provided as required by the regulations.

It is also the policy applicable to this vessel that I/we shall commit to providing a safe working environment for (where applicable) all crew employed on or share fishermen working for the vessel and (where applicable) shall extend to cover all crew contracted to the vessel from external labour and recruitment agencies. At all times practices shall follow and adhere to recognised best practice in relation to health and safety.

As part of this policy it shall be a requirement that, where appropriate all crew and visitors will wear personal floatation devices when there is a risk of falling overboard and whilst at sea on open decks.

PERSON RESPONSIBLE FOR HEALTH AND SAFETY (IF MORE THAN ONE PERSON PLEASE ADVISE BELOW)	
NAME	

ADDITIONAL PERSON RESPONSIBLE FOR HEALTH AND SAFETY	
NAME	

TO BE SIGNED BY ALL PERSONS RESPONSIBLE FOR OVERSEEING AND ENFORCING HEALTH AND SAFETY ON BOARD THE VESSEL

	OWNER/SKIPPER/CO SKIPPER
SIGNED	
PRINT NAME	
DATED	

	OWNER/SKIPPER/CO SKIPPER
SIGNED	
PRINT NAME	
DATED	

Human rights and discrimination policy



When completed, this template policy can be used as evidence to partially satisfy the RFS Standard requirements in respect of crew welfare and integrity.

Human rights and discrimination Policy.

It is the policy of this vessel operator and skipper(s) at all times, that the crew whether they are employed, contracted or share fishermen can join or leave this vessel freely subject to complying with the terms and conditions of any work agreements previously entered into.

It is also the policy of this vessel operator that there is no discrimination in hiring, termination or retirement of the crew based on race, caste, national origin, religion, age, gender, marital status, sexual orientation, sexual disease status, union membership or political affiliation.

In addition it is also the policy of this vessel operator that it is prohibited to bully, physically abuse, or discipline crew with the threat of mental, verbal and/or physical abuse, sexual or other harassment.

OWNER DECLARATION (IF NOT SKIPPER)	
SIGNED	
PRINT NAME	
DATE	

SKIPPER DECLARATION (IF NOT OWNER)	
SIGNED	
PRINT NAME	
DATE	

CO- SKIPPER DECLARATION	
SIGNED	
PRINT NAME	
DATE	

Integrity and respect policy



When completed, this template policy/poster can be used as evidence to partially satisfy the RFS Standard requirements in respect of crew welfare and integrity.

Name of vessel

Name of owner

Name of skipper

**The owners of this vessel
commit to at all times,
providing a culture of integrity
and respect for all crew
members working on board
this vessel.**

Signed

Position

Dated

Use this part of the form to record any repairs or replacements that have taken place

Date	Observations/reasons	Action taken to rectify	Signature

Operating policy



When completed, this document can be used as evidence to satisfy the RFS Standard requirements in respect of the vessel and its mission to operate legally.

Operating policy.

The below signees on behalf of the vessel owner(s), skipper(s) and (where relevant) crew recognise the requirement to, at all times operate within and comply with any and all legal requirements as they may apply to the vessel named in this application.

It is further confirmed that it shall, whilst at sea be the responsibility of the skipper or (where applicable) any named individuals from time to time given delegated powers by the owner(s) and/or skipper to ensure that whilst under their command or where applicable delegated command, all crew conduct operations within the legal frameworks set out in the applicable RFS standards and this application pack.

Such compliance will include the correct and timely maintenance of, and when requested submission for scrutiny of records to the relevant authorities.

In addition such compliance will include the correct maintenance, operational state and functioning of any and all equipment legally required to be operational as part of fisheries management measures and legislation. Further that any malfunctioning equipment will be repaired as soon as is practically possible after the discovery of malfunction or failure.

Further it is the policy of the vessel named in this application, that its skipper(s) and crew will, at all times fully cooperate and assist all agencies and authorities with respect to the provision of any appropriate information and records (as relevant to their respective powers), with boarding of and disembarkation from the applicant vessel, with any inspection of the vessel and its gear.

In addition where there are voluntary agreements in place within the fishery or for the species concerned, the vessel applicant shall have a compliant policy committing to comply with these relevant agreements in place.

SKIPPER DECLARATION	
SIGNED	
PRINT NAME	
DATE	

(WHERE RELEVANT) CO/SECOND-SKIPPER DECLARATION	
SIGNED	
PRINT NAME	
DATE	

Operational changes record



When completed, this document can be used as evidence to partially satisfy the RFS Standard requirements in respect of record keeping.

The following template should be completed to confirm any significant changes that have occurred in working practices, structural changes, or fishing methods.

Name of vessel	
PLN	

AMENDMENT RECORD LOG		
Date of change	Change of circumstance (eg change of fishing method)	Actions taken and forms amended

Refrigeration system maintenance record



When completed, this template can be used as evidence to partially satisfy the RFS Standard requirements in respect of catch quality and safety.

Use this template to record checks in relation to mechanical refrigeration systems and thermometers used on board.

Vessel Name		PLN	
--------------------	--	------------	--

Equipment checked	Checked by

Date	Type of service (scheduled /repair/annual calibration)	Outcome

Service contractor (if not done by owners/crew)..... Frequency of servicing.....

Risk assessment (all vessel types)



When completed, this template can be used as evidence to partly satisfy the health and safety risk assessment requirements of the RFS Standard.

The following scores and scoring matrix can be used to calculate risk scores for inclusion in the tables

How likely that harm may occur (L)		How harmful (H)	
1	Very unlikely	1	Slightly harmful
2	Unlikely	2	Harmful
3	Likely	3	Very harmful

Risk Score (Likelihood score x Hazard score)

1. No action needed.
2. Can be tolerated but make sure that it does not become worse.
- 3/4 Take action but subject to it being reasonable and sensibly possible.
6. Must be attended to, must reduce the risk.
9. Cannot be accepted and work/activity must not continue.

Risk assessment; hazard types applicable to all vessel types

Activity or area	Possible hazards	Possible Consequences	L	H	LxH	Control measures necessary with respect to your vessel
Boarding and leaving the vessel <i>(includes crew AND any visitors)</i>	Use of ladder or gangway	Falling onto vessel or into water – serious injuries or death				
	Boarding via dinghy	Dinghy overwhelmed or run down – drowning				
	Poor lighting	Failure to see dangers. Injuries or death				
	Obstructions	Trips and falls – minor/serious injuries				
	Unprotected openings	Falls with serious injury				
	Slippery decks	Falls with minor injuries				
	Unsafe handrails	Falls into water, drowning				
	Access across vessels	Slips, trips and falls – minor/serious injuries				
General working on the deck of the vessel	Wet and cold conditions	Crewmembers cold and wet				
	Objects which may be dropped onto feet	Crushed toes, permanent disability				
	Handling fish and fishing gear	Cold hands and damage to hands				
	Falling overboard	Drowning				
	Sudden capsize or loss of vessel	Deaths				

Activity or area	Possible hazards	Possible Consequences	L	H	LxH	Control measures necessary with respect to your vessel
General Working on the deck of the vessel cont.	Manual handling of fishing gear and the catch	Back injuries, sprains etc				
	Noise	Hearing damage, misheard instructions				
Other						
Shooting and Hauling Operations	Clothing snagged in fishing gear	Serious injuries, man overboard				
	Unsafe deck areas	Slips, trips and falls: minor-serious injuries				
	Working above deck level	Falling overboard/ serious injuries				
	Poor on board communication	Serious injuries, death				
	Inadequate lighting	Cannot see dangers; injuries man overboard				
	Gear parting	Serious injury/death				
	Inexperience of a new fishing method	Serious injury/death				
Other						

Activity or area	Possible hazards	Possible Consequences	L	H	LxH	Control measures necessary with respect to your vessel
Handling the Catch	Unsafe deck Area	Trips, slips and falls minor – serious injuries				
	Limbs or clothing caught in conveyors or elevators	Serious injury				
	Gutting machines and mechanised fish processing equipment	Amputation Serious injury				
	Dipping prawns in antioxidant	Heart damage/ asthma attacks. Corrosion of vessel				
Stowing the Catch (Fish Room)	Unsafe fishroom floor and working area	Trips, slips and falls Minor – serious injuries				
	Inadequate lighting	Failure to see dangers				
	Basket of fish dropped from hatch	Serious injury				
	Unsafe fishroom ladder	Serious injury				
	Lone working	No one aware that an accident has occurred				
Other						

Activity or area	Possible hazards	Possible Consequences	L	H	LxH	Control measures necessary with respect to your vessel
Accommodation	Cluttered passageways and floor areas	Trips, slips and falls. Minor / serious injuries				
	Inadequate lighting	Failure to see dangers				
	Floor access openings	Falls – minor / serious injuries				
	Noise	Hearing damage inadequate rest				
	Ventilation and temperature	Health problems				
	Badly maintained heating	Fumes, fire				
	Restricted or jammed escape routes	Loss of life				
	Smoking in accommodation	Fire Serious injuries/ Deaths				
	Insufficient sanitary facilities	Hygiene problems				
Other						

Activity or area	Possible hazards	Possible Consequences	L	H	LxH	Control measures necessary with respect to your
Engine Room	Poor Access	Serious injuries				
	Unsafe walkways	Trips slips and falls minor – serious injuries				
	Inadequate lighting	Failure to see dangers				
	Head level obstructions	Head injuries				
	Unguarded machinery and drives	Serious injuries, Amputation				
	Exposed hot surfaces	Burns				
	Noise	Hearing Damage				
	Leaking fuel or oil	Fire - loss of vessel, deaths				
	Batteries	Explosion, fire				
	Electricity	Electric shock, burns, fire				
	Compressed Air	Explosion				
	Hydraulics	Equipment failure, vessel at risk				
	Corroded pipes, loose fittings, worn seals	Flooding – vessel loss, possible deaths				
	Bilge level alarms not fitted or working	Flooding not detected				
	Sea inlet valves seized or cannot reach them	Flooding cannot be stopped				
Inexperience / lack of training	Breakdown, vessel and crew at risk					

Activity or area	Possible hazards	Possible Consequences	L	H	LxH	Control measures necessary with respect to your vessel
Engine Room cont	New equipment or systems	Lack of knowledge – accident/damage				
	Lone working	No one aware that an accident has occurred				
Other						
Landing Operations	Unsafe fishroom atmosphere	Suffocation, deaths				
	Working areas on vessel and quayside	Slips, trips and falls – minor/serious injuries				
	Landing gear	Serious injury				
	Fish / boxes falling from the hatch	Minor – serious injuries				
	Use of warping head for landing	Man carried around – serious injury/death				
	Members of the public	Someone injured. Sued for damages				
Other						

Activity or area	Possible hazards	Possible Consequences	L	H	LxH	Control measures necessary with respect to your
Maintenance Work	Contractors	Injuries, death. You could be held liable				
	Working over the side and at heights	Falls, major injuries				
	Grinding, chipping and wire brushing	Eye damage Lung damage Hand injuries				
	Fumes from paints and other processes	Respiratory problems, suffocation				
	Lifting operations	Equipment breaking, serious injuries				
	Welding and burning work	Eye injuries Burns, electric shock, Fires				
	Electrical tools and equipment	Fatal electric shock/injuries Fires				
	Chemicals	Eye damage, burns, breathing difficulties				
	Refrigerant gases	Suffocation				
	Liquid propane gas (LPG)	Suffocation and explosion				
	Enclosed space, possible unsafe atmosphere	Deaths				
Other						

Risk assessment (beaming and dredging)

When completed this template can be used as evidence to partly satisfy the health and safety risk assessment requirements of the RFS Standard.

Risk assessment; Hazards associated with beam trawling and dredging.

Standard Risk Assessment Form			Beam Trawling and Dredging			
Activity or area	Possible hazards	Possible Consequences	L	H	LxH	Control measures necessary with respect to your vessel
Winch and Warp Dangers	Dragged into warping head	Serious injury/ Death				
	Unguarded moving wires/ ropes	Serious injury				
	Unguarded winches and machinery	Serious injury/ death				
	Worn components	Gear damage Serious injury				
	Winch operator cannot see the operations on deck	Serious injury				
	Inadequate emergency stop facilities	Serious injury Vessel damage				
	Inability to jettison gear/ dredges	Vessel capsize/ founder				
	Winch has dog clutches	Cannot release load – vessel capsize				
Fittings and Rigging	Worn shackles and rigging	Serious injuries or death				
Handling on deck	Being struck by the heavy mass of gear swinging as it is lifted	Serious injury or death				
	Hands/limbs trapped by gear	Serious injury				
Stability	Vessel stability affected by uneven loading on the derricks	Vessel loss - deaths				
	Gear fouled on seabed	Attempts to haul capsize vessel - deaths				
	Quick release devices will not work	Vessel capsize - deaths				

Standard Risk Assessment Form			Beam Trawling and Dredging			
Activity or area	Possible hazards	Possible Consequences	L	H	LxH	Control measures necessary with respect to your vessel
Bag Lifting/ Dredge Discharge	Reaching outboard to hook into the lifting becket	Falling overboard				
	Struck by swinging 'bag' or dredge	Serious injury/ man overboard				
	Winch operator cannot see crew handling gear	Serious injury				
	Excessive loads (gear full of stones or mud)	Serious injuries/ vessel damage, capsize				
	Mechanised handling systems	Minor to serious injury				
Other						

Risk assessment (trawling, pair trawling and seining)

When completed this template can be used as evidence to partly satisfy the health and safety risk assessment requirements of the RFS Standard.

Risk assessment forms associated with trawling, pair trawling, and seining

Standard Risk Assessment Form			Trawling/Pair Trawling/Seining			
Activity or area	Possible hazards	Possible Consequences	L	H	LxH	Control measures necessary with respect to your vessel
Net Drums	Crewmembers handling the net cannot be seen from the control position	Men dragged overboard or into net drum. Serious injury/death				
	Control defective or exposed to accidental operation	Serious injury				
Power Blocks	Lack of visibility from control position	Injuries to crewmembers handling net				
	Worn controls	Injuries to crewmembers				
	Heavy items dropping over the power block	Head injuries				
Trawl Doors	Stuck or trapped by swinging door	Serious injury Crushed limbs				
	Winch man unable to see door handling	Serious injury				
Independent Links and Towing Chains	Sweeping sideways or suddenly becoming tight	Crushed Being thrown overboard				
Pair Trawling, warp transfer	Crewmember struck by weighted end of heaving line	Minor/serious injuries				
	Slip hook flying back as tension is released	Minor/serious injuries				
Other						

Standard Risk Assessment Form			Trawling/Pair Trawling/Seining			
Activity or area	Possible hazards	Possible Consequences	L	H	LxH	Control measures necessary with respect to your vessel
Winch and warp dangers	Dragged into warping head	Serious injury/ Death				
	Unguarded moving rope/ wires	Serious injury				
	Unguarded winches and machinery	Serious injury/ death				
	Worn components	Gear damage Serious injury				
	Winch operator cannot see the operations on deck	Serious injury				
	Inadequate emergency stops	Serious injury Vessel damage				
	Inability to jettison trawl gear	Vessel capsize/ founder				
Seining- Rope Reels	Falling onto rotating reel	Carried around reel – serious injury death				
	Rope reels cannot be seen from the control position	Crewmember seriously injured or killed				
Bag lifting	Reaching outboard to hook into the lifting becket	Falling overboard				
	Crewmembers in exposed positions	Falling overboard				
	Struck by swinging 'bag'	Serious injury/man overboard				
	Winch operator cannot see crew handling cod ends	Serious injury				
	Excessive loads in net	Serious injuries/ vessel damage, capsize				
Other						

Risk assessment (netting, potting, longlining and jigging)

When completed, this template can be used as evidence to partly satisfy the health and safety risk assessment requirements of the RFS Standard.

Risk assessment forms associated with netting, potting, longlining and jigging.

Standard Risk Assessment Form			Netting/Potting/Longlining/Jigging			
Activity or area	Possible hazards	Possible Consequences	L	H	LxH	Control measures necessary with respect to your vessel
Potting	Crewmember tangled in back rope when shooting	Serious injury/death				
	Out of sequence pot	Serious injury/death				
	Pot snagged by rope	Serious injury/death				
	Repeated bending and lifting when handling pots	Back injuries				
	Vessel overloaded with pots	Capsize/foundering deaths				
Longlining	Crewmember snagged by hook when shooting	Minor to serious injury				
	Hooks flying off at the fish stripper	Eye damage – minor injuries				
	Mechanised lining systems	Minor to serious injury				
Jigging	Entanglement with lures/hooks	Minor to serious injury				
Other						

Risk assessment (spare form)

When completed, this template can be used as evidence to partly satisfy the health and safety risk assessment requirements of the RFS Standard.

Spare form for use as necessary.

Standard Risk Assessment Form			BLANK FORM – FOR USE AS REQUIRED			
Activity or area	Possible Hazards	Possible Consequences	L	H	LxH	Control measures necessary with respect to your vessel

Research engagement policy



When completed, this template policy can be used as evidence to satisfy the RFS Standard requirements in respect of scientific and research engagement.

It is the policy of this vessel operator and skipper(s) that at all times it commits to co-operating with scientists in the acquisition and sharing of resource knowledge that will include, but is not limited to, the following:

Commit to participating in fishery data collection programmes by agencies or government research bodies relevant to the fishery, or non-target fish species.

If requested, and where possible and safe to do so, co-operate and participate in observer programmes by agencies or government research bodies.

OWNER DECLARATION (IF NOT SKIPPER)	
SIGNED	
PRINT NAME	
DATE	

SKIPPER DECLARATION (IF NOT OWNER)	
SIGNED	
PRINT NAME	
DATE	

CO- SKIPPER DECLARATION	
SIGNED	
PRINT NAME	
DATE	

Safety equipment checklists



When completed, this template can be used as evidence to satisfy the RFS Standard requirements in respect of safety equipment provision, inspection and servicing.

WHERE LISTED EQUIPMENT ISN'T VESSEL APPLICABLE, THE RELEVANT BOXES SHOULD BE MARKED WITH "NOT APPLICABLE"

Safety equipment check lists

Life rafts

Life rafts			
Model, size & No of units			
Service dates			
Unit 1			
Unit 2			
Unit 3			
Hydrostatic release fitted	Y/N	Type	Service due date
Unit 1			
Unit 2			
Unit 3			
Hydrostatic release replacement date			
Unit 1			
Unit 2			
Unit 3			
Launching procedures and number of crew required to launch			

Rockets and Flares

Rockets and flares			
Type	Quantity	Location	Service Due

Fire hoses and Pump

Fire hoses and pumps			
Location	Service frequency	Service date check	Operational

Engine room smothering systems

Engine room smothering systems			
Location	Service check frequency	Service date check	Operational
Operating procedures			

Emergency Fuel Shut-Offs

Emergency fuel shut-offs			
Location	Service check frequency	Service date check	Operational
Operating procedures			

Emergency Lighting

Emergency lighting			
Location	Service check frequency	Service date check	Operational

Emergency Escape routes

Emergency escape routes			
Location	Service check frequency	Service date check	Operational

Fire/smoke detectors

Fire/smoke detectors			
Location	Service check frequency	Service date check	Operational

Gas detectors

Gas detectors			
Location	Service check frequency	Service date check	Operational

Alarms

Engine alarms			
Type	Service check frequency	Service date check	Operational
Main engine oil pressure			
main engine temp			
Aux engine oil pressure			
Aux engine temp			

The following named individuals are both competent and responsible for undertaking the checks on the equipment listed above and shall undertake inspections and/or submit for servicing in accordance with the stipulated frequencies and/or dates.

The vessel applicant also confirms that the numbers and types of equipment necessary are in compliance with the minimum standards required for the size of the applicant vessel in accordance with MCA Marine Safety Notices

Name	Position

Vessel crew list



When completed, this template document can be used as evidence to partially satisfy the RFS Standard requirements in respect of crew training and development.

Vessel Name		PLN	
--------------------	--	------------	--

Crew Member / Position	Address	Employment status	Entitlement to work evidence eg NINO	Medical certificate held	Emergency contact
					Name:
					Relationship:
					Contact No:
					Name:
					Relationship:
					Contact No:
					Name:
					Relationship:
					Contact No:

Crew Member / Position	Address	Employment status	Entitlement to work evidence eg NINO	Med cert held	Emergency contact
					Name:
					Relationship:
					Contact No:
					Name:
					Relationship:
					Contact No:
					Name:
					Relationship:
					Contact No:
					Name:
					Relationship:
					Contact No:

Vessel refit, painting and hull cleaning/antifouling record



When completed, this template can be used as evidence to partially satisfy the RFS Standard requirements in respect of caring for the environment.

The following template should be completed to record details of **significant planned maintenance** activities.

Name of vessel	
PLN	

ACTIVITY LOG			
Date of activity	Type of activity	Pollution prevention measures required? If YES specify	Port standards complied with? If NO please specify issues and corrective actions

Vessel training drills record



When completed, this template document can be used as evidence to partially satisfy the RFS Standard requirements in respect of crew training and development.

Vessel Name	PLN	Training drills master record	
Drill procedure	Drill frequency (as determined through risk assessment, minimum monthly)	Delivered by	
Helicopter lift procedures			
Muster station procedures			
Anchoring procedures			
Abandon ship procedures			
Fire procedures			
Man overboard procedures			
Other – specify			
Other – specify			

Use this part of the form to record any repairs or replacements that have taken place

Date	Observations/reasons	Action taken to rectify	Signature

