

BoatSafe Business Rules

Effective as at 1 October 2020

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Terms and Abbreviations

Term, abbreviations and acronyms	Definition
BIB	BoatSafe Information Bulletin
BoatSafe training and assessment program	an MSQ approved training and assessment course that complies with the associated Competency Standard
BTO	a company, business, trust, partnership or individual, approved by MSQ as a BoatSafe Training Organisation
BTP	an individual nominated by the BTO and approved by MSQ as a BoatSafe Training Provider
Business Rules	current version BoatSafe Business Rules
Certificate of Completion	the Certificate issued upon the successful completion of the online theory component of an approved BoatSafe training and assessment program
medical disclosure	a disclosure made by a person through the 'Recreational Marine Driver Licence and Personal Watercraft Licence – Medical Fitness Disclosure Statement' form
National law	<i>Marine Safety (Domestic Commercial Vessel) National Law 2012</i>
prescribed documents or forms	a prescribed document or form is any documentation mandated or provided by MSQ as a component of the BoatSafe training and assessment program
primary BTO	the BTO that authorises an engaged BTP to complete a Statement of Competency on their behalf
PWCL	Personal Watercraft Licence
PWCL PAS	the 'Personal Watercraft Licence Practical Assessment Statement', mandated practical assessment issued by MSQ
PWCL CAT	the 'Personal Watercraft Licence Common Assessment Tool', mandated theory assessment issued by MSQ
RMDL	Recreational Marine Driver Licence
RMDL PAS	the 'Recreational Marine Driver Licence Practical Assessment Statement', mandated practical assessment issued by MSQ
RMDL CAT	the 'Recreational Marine Driver Licence Common Assessment Tool', mandated theory assessment issued by MSQ
RPL	Recognition of Prior Learning
ship	boat, vessel, personal watercraft (PWC), jetski
SoC	Statement of Competency
Regulation	<i>Transport Operations (Marine Safety) Regulation 2016</i>
TMR	Department of Transport and Main Roads
Theory units	Units 1, 2, 3, 4 (RMDL course) Units 1 and 2 (PWCL course)
TOMSA	<i>Transport Operations (Marine Safety) Act 1994</i>
training record	a file containing all forms, information and supporting documentation related to the student's training

1. Introduction

BoatSafe provides competency-based training and assessment for the licensing of recreational ship and personal watercraft skippers.

To facilitate BoatSafe, Maritime Safety Queensland (MSQ) may grant a company, business, trust, partnership or individual an approval as a BoatSafe Training Organisation (BTO) and/or a BoatSafe Training Provider (BTP) to conduct BoatSafe training and assessment under the *Transport Operations (Marine Safety) Regulation 2016* (the Regulation). Once approved, a BTO is responsible to maintain its MSQ approved training and assessment program, determines the relevant fees it charges for delivery of service, and provide direct oversight to the BTPs delivering the program on its behalf. The BTO and BTP authority holder are jointly responsible in ensuring that the BoatSafe training and assessment program is delivered as approved by the BoatSafe team.

In order to maintain the respective authority, a BTO and/or BTP must comply with all requirements of the BoatSafe Business Rules (the Business Rules), and associated standards and legislation. Failure to comply with these requirements may result in administrative action, which could include a formal warning, suspension or cancellation of their authority.

2. Authorisation of the Business Rules

The Business Rules provide the requirements for the operation of an authority holder as a BTO or a BTP. Authority holders must comply with these requirements as a discretionary condition of approval as detailed in their authority.

The Business Rules were developed to be read in conjunction with:

- *Transport Operations (Marine Safety) Regulation 2016*
- BoatSafe RMDL Competency Standard
- BoatSafe PWCL Competency Standard
- RMDL Common Assessment Tools
- PWCL Common Assessment Tools
- RMDL Practical Assessment Statement
- PWCL Practical Assessment Statement
- BoatSafe Information Bulletins
- BoatSafe Audit and Compliance Framework.

3. BTO/BTP Application Requirements

In order to seek authority as a BTO and/or BTP, an application process must be undertaken which involves, where applicable:

- completion of a 'BoatSafe Training Organisation Application' form and/or
- completion of a 'BoatSafe Training Provider Nomination' form for each individual nominating as a BoatSafe training provider
- submission of a current ASIC Certificate of Registration identifying all directors, and evidence of identity documentation for all directors
- submission of evidence to support public liability insurance is held with a minimum value of \$20 million, and lists MSQ as an interested party
- provision of information for the commercially certified ship/s to be used in the delivery of the BoatSafe training and assessment program (for example, a copy of the current Certificate of Operation). The ship must either:

- be minimum class 2E certified and not be a class 3 or 4 certified ship under the National Law
- be a commercial ship exempt from requiring a Certificate of Operation under the National Law (in this case, a unique identifier is still required)
- be a QRS Other certified ship for school or community groups.
- submission of proposed lesson plan/s for the BoatSafe training and assessment program which ensures all requirements stipulated within the relevant Competency Standard are addressed
- submission of a Code of Conduct which is applicable to all individuals associated with the authority holder, a Complaints Management process and a fair and reasonable Refund Policy
- submission of evidence to support payment of a Criminal History Check for each applicant
- payment of the relevant application fee.

An application to become a BTO and/or BTP cannot be finalised until all relevant information has been provided in its full and complete form. As part of the application process, a site audit will be conducted to confirm compliance requirements are addressed. A decision on an application must be made within 28 days from the date a full and complete application is received.

Upon approval of an application, the BTO and/or BTP will receive an authority which will include any applicable conditions of approval. Once approved as a BTO and/or BTP, the lesson plan/s for the BoatSafe training and assessment program cannot be amended without seeking written approval from the BoatSafe team.

Authority as a BTO and/or BTP is not transferrable.

Any change to the business structure of an authority holder invalidates the approval. This includes:

- changes of directorship of the company
- as an individual, become insolvent under administration
- as a corporation, become insolvent or being wound up.

The BoatSafe team must be notified of any changes to the operation or management of the authority holder within 14 days. This notification must occur in writing via BoatSafe@msq.qld.gov.au.

4. Period of Authority

All authorities are issued for the period stated on the authority, with the expiry date indicated on the authority documentation.

Upon expiry of an authority, all renewals must meet the requirements of a new application. Applications to renew a BTO and/or BTP authority must be made at least eight (8) weeks prior to the expiry of an authority and submitted to the BoatSafe team via BoatSafe@msq.qld.gov.au. This timeframe allows for an application and its supporting documentation to be reviewed and an outcome on the application be determined. This timeframe also allows for the site audit to be conducted and relevant Criminal History Check paperwork to be processed by Queensland Police Service.

It is the sole responsibility of the authority holder to make application within the specified timeframe. Failure to submit a full and complete application within the specified timeframe may result in a period in which the authority is lapsed.

5. Suitable Persons

An authority is granted based on an authority holder's suitability, and its ability to comply with the Business Rules, and associated standards and legislation throughout the duration of the authority.

During the application process, a Criminal History Check is required for all individuals seeking to come a BTO and/or BTP authority holder. In addition, MSQ will undertake other relevant compliance checks including making enquiries with other government agencies (for example, Queensland Police Service, Queensland Boating and Fisheries Patrol and interstate licensing authorities).

A BTO authority holder must advise the BoatSafe team of any director, principal, contact person, or BTP authority holder who has been found guilty of an indictable offence, or an offence against marine safety legislation during the period of authority. Failure to disclose offences upon application or during the period of authority may result in administrative action, which could include a formal warning, suspension or cancellation of their authority.

6. BTO Responsibilities

The authority holder must ensure:

- 6.1. compliance is maintained in accordance with the relevant conditions of authority, the Business Rules, and associated standards and legislation
- 6.2. the authority remains current throughout the duration of its delivery of the approved BoatSafe training and assessment program
- 6.3. public liability insurance with a minimum value of at least \$20 million, and include MSQ as an interested party, is maintained through the duration of the authority
- 6.4. public liability insurance covers the entire business operation, including training venue premises, training ship operations, and any other venues associated with the delivery of the approved BoatSafe training and assessment program
- 6.5. prior to the submission of the 'BoatSafe Training Provider Nomination' form, that each nominated individual holds:
 - the relevant and valid marine driver licence (at least a Coxswain Grade 2 Near Coastal)
 - a Personal Watercraft Licence, if intending on delivering an approved PWCL BoatSafe training and assessment program
 - a current Certificate IV in Training and Assessment qualification. All qualifications must be maintained and kept up to date with the trainer and assessor requirements stipulated by the Australian Skills Quality Authority
 - current industry skills relevant to BoatSafe training and assessment program
 - evidence the nominated individual has been an approved trainee trainer for at least 4 courses within a three (3) month period.
- 6.6. BTP authority holder/s must be monitored to ensure compliance with the approved BoatSafe training and assessment program, relevant conditions of authority, the Business Rules, and associated standards and legislation
- 6.7. the BTO authority holder:
 - has a written policy of how and when communications, such as BoatSafe Information Bulletins, will be distributed to its BTP authority holder/s. Evidence must be retained of the acknowledgement from its BTP authority holder/s for receipt, and understanding, of the content contained within the communications
 - will review all BoatSafe documentation with its BTP authority holder/s at least annually to ensure the BTP authority holder/s are aware of all required material and is compliant with the BoatSafe requirements at all levels. Evidence of this review must be retained on the BTP authority holder file
 - attends, as a minimum, the delivery of one BoatSafe training and assessment program for each of its BTP authority holder/s at least once annually to ensure the course content is as approved by the BoatSafe team. Evidence of attendance must be retained on the BTP authority holder file, and include details on the course conducted, feedback provided on the delivery of the approved content, and any continuous improvement opportunities identified
 - reviews, at least annually, the BoatSafe training and assessment program for each of its BTP authority holder/s to ensure the course content is as approved by the BoatSafe team. Evidence of this review must be retained on the BTP authority holder file.

- 6.8. the content delivered within the approved BoatSafe training and assessment program is directly based on the current 'BoatSafe RDML Competency Standard', and/or 'BoatSafe PWCL Competency Standard' that is in place at the time of delivery of the approved program
- 6.9. any MSQ required updates to the 'BoatSafe RMDL Competency Standard', and/or 'BoatSafe PWCL Competency Standard' and its associated mandated assessment material are to be incorporated and implemented into its approved BoatSafe training and assessment program by the date of effect of the updated document
- 6.10. any BTO/BTP authority holder initiated updates to the approved BoatSafe training and assessment program outside of the above criteria must be approved by the BoatSafe team prior to delivery to students
- 6.11. no amendment or revision, or similar, occurs on prescribed documents or forms issued for use as part of the approved BoatSafe training and assessment program by MSQ
- 6.12. prescribed documents or forms issued or provided by MSQ or Department of Transport and Main Roads as part of the approved BoatSafe training and assessment program are not individually used for commercial gain
- 6.13. the required BoatSafe risk management process is implemented, monitored and reviewed for the delivery of the approved BoatSafe training and assessment program to ensure the safety of students
- 6.14. prior to enrolment, information is provided to each student about the associated training and assessment fee, including relevant licence application fees, and include its Refund Policy and/or exemptions (if applicable)
- 6.15. the BoatSafe team is notified within 24 hours if an individual participating in, or delivery of, the approved BoatSafe training and assessment program requires treatment from a medical practitioner, emergency services or a health professional
- 6.16. any commercial engagements with suppliers of products or materials are declared to students upon recommendation of said products or materials. It must be declared to students that MSQ, Department of Transport and Main Roads, or the Queensland Government do not endorse or support recommendations of products or materials
- 6.17. all communication with the BoatSafe team occurs through electronic methods, where appropriate, via BoatSafe@msq.qld.gov.au.

7. BTP Responsibilities

The authority holder must ensure:

- 7.1. compliance is maintained in accordance with the relevant conditions of authority, the Business Rules, and associated standards and legislation
- 7.2. the authority remains current throughout the duration of its delivery of the approved BoatSafe training and assessment program
- 7.3. the following trainer requirements are addressed and maintained throughout the duration of the authority:
 - the relevant and valid marine driver licence (at least a Coxswain Grade 2 Near Coastal)
 - a Personal Watercraft Licence, when delivering an approved PWCL BoatSafe training and assessment program
 - a current Certificate IV in Training and Assessment qualification. All qualifications must be maintained and kept up-to-date with the trainer and assessor requirements stipulated by the Australian Skills Quality Authority
 - current industry skills relevant to the BoatSafe training and assessment program.
- 7.4. maintain industry and trainer skills and competence by undertaking professional development on an annual basis. Evidence must be retained on each BTP authority holder/s file and could include a record of:
 - discussions and/or consultations with peers, industry associations and employers on changes and updates occurring within the maritime industry specific to the BoatSafe program, and/or training practices
 - participation in internal or external courses, workshops, seminars or conferences on relevant subjects within the maritime industry specific to the BoatSafe program, and/or training practices

- undertaking personal development through the reading of relevant journals, articles or publications
 - working in the maritime industry on a part-time or casual basis.
- 7.5. that, if engaged by another BTO authority holder, it is disclosed to the primary BTO authority holder immediately
- 7.6. the approved BoatSafe training and assessment program is delivered in accordance with its approval, and is current at the point in time of delivery of the program
- 7.7. no amendment or revision, or similar, occurs on prescribed documents or forms issued for use as part of the approved BoatSafe training and assessment program by MSQ
- 7.8. the required risk management process is implemented, monitored and reviewed for the delivery of the approved BoatSafe training and assessment program to ensure the safety of students
- 7.9. only the training address/es and departure location/s listed on the 'BoatSafe Training Provider Nomination' form are used in the delivery of the approved BoatSafe training and assessment program
- 7.10. all required training equipment and tools, as prescribed in the relevant Competency Standards, is available when students attend the BTP authority holder location, regardless whether the theory component of the approved BoatSafe training and assessment program was delivered online
- 7.11. that, prior to completing the Statement of Competency, the authority holder is satisfied that the student is competent in all theory and practical components
- 7.12. when completing the Statement of Competency, that:
- the document is only signed by a BTP who holds a valid authority
 - the BTP authority holder is satisfied that the person identified on the SOC is the person who they trained and assessed
 - the student's evidence of identity is accurately recorded in accordance with the details provided. Evidence of Identity must include either:
 - a current photographic Driver's Licence
 - a current photographic ID or ID bearing signature of student (reference is to be made to the Department of Transport and Main Roads Evidence of Identify framework for further information, if needed).
 - the document is completed in numeric order, be free of errors or erasures, and be provided to the student in a timely manner
 - if an error is made, the incorrect Statement of Competency is retained within the book, identified as not for use, and is not issued to the student
 - the Statement of Competency is signed only for students that the authority holder has directly assessed as competent in the practical assessment, and not sign a Statement of Competency on behalf of another authority holder.
- 7.13. that they appropriately supervise trainee trainers, where engaged. Supervision includes:
- providing advice and instruction to the trainee trainer, including feedback on performance to ensure continuous improvement of trainee trainer
 - providing advice and instruction to a student that was not provided by the trainee trainer as needed
 - ensuring that the trainee trainer does not assess the performance of a student.

8. BTP Administrator Responsibilities

In certain circumstances, an authority holder may allow their administrative personnel to supervise and mark theory assessment.

The authority holder must ensure that administrative personnel:

- 8.1. do not provide training, instruction or advice about the approved BoatSafe training and assessment program to a student
- 8.2. only mark the 'Recreational Marine Driver Licence Common Assessment Tool' and/or 'Personal Watercraft Driver Licence Common Assessment Tool' when the associated answer sheet is utilised
- 8.3. always refer students whom have been deemed not yet competent in the theory assessment to the BTP authority holder for further training.

9. Trainee Trainer Responsibilities

Prior to an individual submitting a 'BoatSafe Training Provider Nomination' form to become a BTP authority holder, they must first become a trainee trainer.

In these instances, the BTP authority holder must ensure:

- 9.1. trainee trainers hold:
 - a Coxswain Grade 2 Near Coastal (minimum qualification)
 - a Personal Watercraft Licence (if applicable). The PWC licence must not have been obtained within the last 12 months from the BTP authority holder with whom the trainee trainer is engaged.
- 9.2. under supervision of the BTP authority holder, the trainee trainer delivers the approved BoatSafe training program only
- 9.3. the trainee trainer only marks the 'Recreational Marine Driver Licence Common Assessment Tool' and/or 'Personal Watercraft Driver Licence Common Assessment Tool' when the associated answer sheet is utilised.

10. Management of BTP Authority Holder/s

The BTO authority holder must ensure:

- 10.1. each nominated BTP is approved by the BoatSafe team prior to the delivery of the approved BoatSafe training and assessment program to students
- 10.2. only a BTP authority holder engaged by the BTO authority holder, delivers the approved BoatSafe training and assessment program to students
- 10.3. that MSQ is notified within seven (7) working days if a BTP authority holder:
 - ceases to be engaged by the BTO authority holder
 - is charged or convicted of an indictable offence
 - has contravened marine safety legislation
 - has their Certificate of Competency issued under the National Law (if relevant) cancelled or suspended
 - has their RMDL or PWCL (if relevant) cancelled or suspended
 - is incapacitated or otherwise becomes incapable of providing BoatSafe training and assessment.
- 10.4. all BTP authority holders who deliver the approved BoatSafe training and assessment program are recorded on the training record for each student.

11. Assessing Student Eligibility

The BTO and/or BTP authority holder must ensure the student is eligible to undertake the course prior to face-to-face commencement of the approved BoatSafe training and assessment program at the training location. In addition, the BTO

and/or BTP authority holder must be able to identify, for each student, any additional support that may be required should the student possess limited or no English skills or require literacy and numeracy assistance. All students must be independently assessed and deemed competent, regardless of support provided, as per the requirements stipulated within the relevant Competency Standards.

The authority holder must ensure:

- 11.1. a process is in place to identify any support required prior to each student's enrolment or commencement in the approved BoatSafe training and assessment program, and how that assistance will be provided
- 11.2. the student has completed the theory training component of the training program prior to engaging in practical training
- 11.3. the student holds an RMDL, commercial marine licence, equivalent interstate or overseas marine licence, prior to undertaking the approved BoatSafe training and assessment program for PWCL, unless completing both courses concurrently.

12. Delivery of BoatSafe Training and Assessment

The BTO and/or BTP authority holder must ensure:

- 12.1. any material provided or utilised as part of the approved BoatSafe training and assessment program is not published or reproduced for other purposes without prior written approval of MSQ
- 12.2. content delivered to students outside of the approved material does not contradict the 'BoatSafe RDML Competency Standard', and 'BoatSafe PWCL Competency Standard' and its associated mandated assessment material
- 12.3. the student has completed the theory component of the training program prior to, but not more than three (3) months, before engaging in the practical training and assessment.

13. Theory Assessment

The BTP authority holder must ensure:

- 13.1. only the current versions of the 'Recreational Marine Driver Licence Common Assessment Tool' and 'Personal Watercraft Licence Common Assessment Tool' are utilised to assess students' knowledge in the theory component of the training program
- 13.2. the 'Recreational Marine Driver Licence Common Assessment Tool' and 'Personal Watercraft Licence Common Assessment Tool', and the associated answer sheets, are always kept in a secure location
- 13.3. the time allocated for students to undertake the assessment is **no more than 45 minutes** for each attempt as needed. Those students identified through Section 11.1 are entitled to additional time but **no more than 60 minutes** for each attempt
- 13.4. that the 'Recreational Marine Driver Licence Common Assessment Tool' and/or 'Personal Watercraft Licence Common Assessment Tool' is not provided to students prior to the time in which the assessment is undertaken at the conclusion of the theory component of the training program
- 13.5. that students do not have access to training material whilst undertaking the assessment (this is not an open book assessment)
- 13.6. that all questions are independently attempted by students
- 13.7. students are not assisted in answering the theory assessment by the BTP authority holder, other than providing clarification on the meaning of a question to the whole class
- 13.8. that the student is provided an opportunity to complete the theory assessment without intervention from the BTP authority holder or any other persons. Once the theory assessment has commenced, the BTP authority holder is

undertaking a formal assessment. No coaching, prompting or further training is allowed or accepted whilst the theory assessment is underway

- 13.9. that each student has achieved 100% in the assessment paper to be deemed competent in the theory assessment
- 13.10. students who are unsuccessful on their first attempt must be retrained in the areas they have answered incorrectly and be provided the opportunity to be reassessed on the incorrect questions
- 13.11. students who have not achieved 100% on their second attempt must undertake further training and assessment on a different day using a different assessment paper.

14. Practical Training and Assessment

The BTP authority holder must ensure:

- 14.1. each student has successfully completed the theory component of the training program prior to undertaking the practical training, and the certificate of completion is kept on the student file (if completed online)
- 14.2. each student completes practical training and has successfully completed the theory assessment prior to undertaking the practical assessment
- 14.3. that the training and assessment components of the practical are completed separately. This may be at a different time of the day, on a different boat run or, at a minimum, a clear delineation between training and assessment.
- 14.4. that the student is provided an opportunity to complete the practical assessment without intervention from the BTP authority holder or any other persons. Once the practical assessment has commenced, the BTP authority holder is undertaking a formal assessment. No coaching, prompting or further training is allowed or accepted whilst the practical assessment is underway
- 14.5. that the student is deemed not yet competent in the practical assessment if the BTP authority holder or any other person must intervene whilst the practical assessment is underway
- 14.6. the student is provided feedback on their performance, should they be deemed not yet competent in the practical assessment
- 14.7. the student is entitled to one assessment attempt per day
- 14.8. the 'Recreational Marine Driver Licence Practical Assessment Statement' and/or 'Personal Watercraft Driver Licence Practical Assessment Statement' is signed by each student and the BTP authority holder following the successful completion of the practical assessment.

15. Alternate Training Provider - Online

An Alternate Training Provider may seek to have a BoatSafe training program approved for delivery through an online platform, opposed to face-to-face. This approval would relate to the theory component of the program only.

In order to seek approval, the Alternate Training Provider must ensure:

- 15.1. compliance is maintained in accordance with the relevant conditions of authority, the Business Rules, and associated standards and legislation
- 15.2. the content delivered within the approved BoatSafe training program is directly based on the current 'BoatSafe RDML Competency Standard', and 'BoatSafe PWCL Competency Standard' that is in place at the time of delivery of the program
- 15.3. the content delivered addresses the prescribed timeframes for each unit as stipulated within the current 'BoatSafe RDML Competency Standard', and 'BoatSafe PWCL Competency Standard' that is in place at the time of delivery of the program

- 15.4. any MSQ required updates to the 'BoatSafe RMDL Competency Standard', and 'BoatSafe PWCL Competency Standard' are to be incorporated and implemented into its approved BoatSafe training program by the date of effect of the updated document
- 15.5. any Alternate Training Provider initiated updates to the approved BoatSafe training and assessment program outside of the above criteria must be approved by the BoatSafe team prior to delivery to students
- 15.6. that the testing of student knowledge through quizzes or similar within the online platform are not reflective of the questions utilised within the 'Recreational Marine Driver Licence Common Assessment Tool' and/or 'Personal Watercraft Driver Licence Common Assessment Tool'
- 15.7. the student is issued with a Certificate of Completion of the relevant BoatSafe program, if successfully completed the theory component of the training program.

16. Training Delivery - Online

An authority holder may seek to incorporate an approved BoatSafe training program developed by an Alternate Training Provider into its training strategy.

In order to deliver online, the authority holder must seek written permission from the Alternate Training Provider for its use of the approved BoatSafe training program. Once sought, the authority holder is to seek written approval from the BoatSafe team to incorporate the approved BoatSafe training program through the online platform into its training strategy.

The authority holder must ensure:

- 16.1. the student record contains the details of the Alternate Training Provider utilised
- 16.2. they retain a copy of the Certificate of Completion for the relevant RMDL and/or PWCL course to demonstrate successful completion by the student
- 16.3. they validate the student's knowledge prior to the completion of the 'Recreational Marine Driver Licence Common Assessment Tool' and/or 'Personal Watercraft Driver Licence Common Assessment Tool'
- 16.4. a current version of the approved BoatSafe training program is accessible where the course is being delivered.

17. Interrupted Practical Assessment

The authority holder must consider weather conditions prior to commencing the training and assessment components of the practical. The performance of practical training and assessment may be interrupted for several reasons. For example, the weather conditions change, a ship breakdown or a medical event.

In the event practical training and/or assessment is interrupted, the authority holder must ensure:

- 17.1. the training and/or assessment components of the practical is:
 - rescheduled for a later time on the day
 - changed to another date
 - moved to a safe location.
- 17.2. the training and/or assessment components of the practical is not reduced or shortened in any way
- 17.3. that all students undertake the practical assessment in accordance with the 'Recreational Marine Driver Licence Common Assessment Tool' and/or 'Personal Watercraft Driver Licence Common Assessment Tool' regardless of disruptions
- 17.4. that a notation is made on the student record if the training and/or assessment components of the practical is interrupted.

18. Training and Assessment Facilities

The authority holder must ensure that the delivery of the approved BoatSafe training and assessment program is undertaken in a suitable environment.

The authority holder must ensure:

- 18.1. there is adequate shade, seating, workspaces, drinking water and toilet facilities available for students:
 - a workspace is a table and seat that provides sufficient space for a student to comfortably work. It must not be in a car or a pedestal seat onboard a boat
 - students must not complete the theory assessment utilising their lap as a replacement for a desk or table
 - toilet facilities must be accessible.
- 18.2. a risk assessment of the waterway and embarking/disembarking areas has been completed and recorded on the BoatSafe Risk Assessment sheet. This must be kept with the student records for the day
- 18.3. there is enough equipment to perform on water functions and activities.

19. Statement of Competency

The BTO authority holder must ensure:

- 19.1. a register is maintained of all Statement of Competency books issued to BTP authority holder/s
- 19.2. the BoatSafe team is notified immediately if a Statement of Competency is lost, stolen or incorrectly issued
- 19.3. all unused Statement of Competency books and declarations are returned to the BoatSafe team if the BTO authority holder ceases to operate, is suspended, or has their authority cancelled
- 19.4. written notice is provided to the BoatSafe team within seven (7) days of a BTP authority holder ceasing to sign Statements of Competency on behalf of the BTO authority holder
- 19.5. unused Statement of Competency books is retrieved from the BTP authority holder once the BTP has been removed from the BTO authority holder's Schedule.

20. Recognition of Prior Learning

The authority holder may accept a request from a student for Recognition of Prior Learning.

The authority holder must ensure:

- 20.1. the student has provided sufficient evidence to support their request for Recognition of Prior Learning
- 20.2. the 'Recreational Marine Driver Licence Common Assessment Tool' and/or 'Personal Watercraft Driver Licence Common Assessment Tool', and the 'Recreational Marine Driver Licence Practical Assessment Statement' and/or 'Personal Watercraft Driver Licence Practical Assessment Statement' is successfully completed
- 20.3. all evidence utilised to determine the student's competence must be retained on the student file, including evidence demonstrating the analysis undertaken by the BTP authority holder in determining the outcome of the application.

21. Medical Fitness of Students

All students undertaking an approved BoatSafe training and assessment program, or applying for Recognised Prior Learning, must complete a 'Recreational Marine Driver Licence and Personal Watercraft Licence - Medical Fitness

Disclosure Statement' form before enrolment. The following provides some examples of medical conditions which may affect the safe operation of a vessel:

- vision impairment
- hearing impairment
- cardiovascular condition
- psychiatric conditions
- musculoskeletal conditions that impede mobility or agility
- neurological disorders
- respiratory disorders
- dementia or Alzheimer's disease
- insulin dependent diabetes mellitus
- moderate or severe sleep disorders.

A student who discloses a medical condition may, on agreement with the BTP authority holder, continue the approved BoatSafe training and assessment program, however, on successful completion of the training and assessment, the authority holder must send the student's Statement of Competency to the BoatSafe team.

The authority holder must ensure:

- 21.1. the BTP authority holder provides a student who discloses a medical condition with the 'Medical Fitness Fact Sheet' and retains evidence to support the provision of the Fact Sheet. The BTO and/or BTP authority holder are not permitted to request details of the student's medical condition
- 21.2. where a student discloses a medical condition, the BTO and/or BTP authority holder must forward the student's contact information to the BoatSafe team within two (2) working days. Where possible, MSQ will make medical fitness determinations in consultation with qualified health professionals.

22. Records Management

The authority holder must ensure:

- 22.1. all records are kept in a safe and secure manner, free from fire, flood and vermin
- 22.2. records kept in an electronic format only:
 - are backed up to ensure data quality and integrity
 - are retained in a format that is accessible for the duration of the retention period.
- 22.3. all records are kept for a period of two (2) years from course completion and are available to MSQ within five (5) working days, if requested
- 22.4. once the retention period has expired, records are destroyed in a secure manner
- 22.5. a current copy of the BTP Schedule issued by the BoatSafe team is retained
- 22.6. an appropriate record of the acknowledgement received from its BTP authority holder/s on receipt, and understanding, of the content contained within the communications
- 22.7. a register of the BTP authority holder/s engaged is maintained. The BTP authority holder register must include:
 - the full name of the BTP authority holder
 - date the 'BoatSafe Training Provider Nomination' form was accepted by the BoatSafe team for each BTP authority holder
 - date commenced, and concluded (if applicable), being engaged by the BTO authority holder

- evidence of all training and assessment delivery reviews undertaken by the BTO authority holder.
- 22.8. a register of the trainee trainers engaged is maintained. The trainee trainer register must include:
- the full name of the trainee trainer
 - date commenced, and concluded (if applicable), being engaged by the BTO authority holder
 - dates, times and details of all activities the BTP authority holder has supervised the trainee trainer conducting
 - date the 'BoatSafe Training Provider Nomination' form was accepted by the BoatSafe team to become a BTP authority holder (if applicable).
- 22.9. a register of ships utilised for the approved BoatSafe training and assessment program is maintained. The register must include:
- ship identification number
 - certification expiry date
 - safety equipment expiry date/s.
- 22.10. a register of Statements of Competency is maintained. The register must include:
- the BTP authority holder to whom the Statement of Competency book has been issued to
 - the date the Statement of Competency book is issued and the date it is returned
 - serial number of the Statement of Competency book
 - the Statement of Competency individual certificate numbers issued by a BTP authority holder, if the book is returned and reissued.
- 22.11. the following records, documents and information must be retained for each student:
- the full name of the student
 - date and location where the program was delivered, the BTP authority holder who conducted the approved BoatSafe training and assessment program, and trainee trainer name (if applicable)
 - start and finish training times
 - start and finish assessment times
 - details of the ship used to deliver the program
 - a completed 'In Case of Emergency' information form
 - a completed and signed 'Recreational Marine Driver Licence and Personal Watercraft Licence - Medical Fitness Disclosure Statement' form, and evidence to support provision of the 'Medical Fitness Fact Sheet' to the student (if applicable)
 - the 'Recreational Marine Driver Licence and Personal Watercraft Licence - Translator/Interpreter' declaration (if required)
 - evidence of any language, literacy and/or numeracy support required, and how assistance was provided
 - if completed the theory component online, a copy of the Certificate of Completion
 - if completed the theory component online, evidence to support that the student's knowledge has been validated prior to the completion of the 'Recreational Marine Driver Licence Common Assessment Tool' and/or 'Personal Watercraft Driver Licence Common Assessment Tool'
 - evidence to support a completed Recognition of Prior Learning process (if applicable)
 - completed 'Recreational Marine Driver Licence Common Assessment Tool' and/or 'Personal Watercraft Driver Licence Common Assessment Tool'
 - completed 'Recreational Marine Driver Licence Practical Assessment Statement' and/or 'Personal Watercraft Driver Licence Practical Assessment Statement'

- completed Statement of Competency.

22.12. the following records, documents and information must be retained for each BTP authority holder:

- signed BTP declaration stating they have read, understood and agree to deliver the approved BoatSafe training and assessment program relevant to the BTO authority holder
- the relevant marine driver licence held, including Personal Watercraft Licence (if applicable)
- the relevant training qualification held
- annual professional development evidence within industry and training practices.

23. Ship Requirements

The authority holder must ensure:

- 23.1. the approved BoatSafe training and assessment program is performed in a suitable ship currently certified as a commercial ship, and is approved for delivery of training and assessment
- 23.2. the training ship and personal watercraft must, at all times, be neatly presented and display itself in a safe, maintained and seaworthy state
- 23.3. all personal watercraft used for the approved BoatSafe training and assessment program must be equipped with rear boarding step, or similar reboarding assistance device, and a braking system:
- the PWC must be able to carry the expected load with adult riders/passengers. A SeaDoo Spark or similar are not suitable for an approved BoatSafe training and assessment program.
- 23.4. all ships used for the approved BoatSafe training and assessment program must:
- carry the required safety equipment in accordance with the TOMSA/National law
 - comply with the general safety obligations of TOMSA/National law
 - display the registration numbers or unique identifier in accordance with the TOMSR/National Law
 - be serviced in accordance with the ship and its equipment's manufacturer's requirements.
- 23.5. that the inside of the ship is sufficiently clean so that it does not jeopardise the health or safety of occupants. Specifically, the inside of the ship must be:
- hygienic (for example, no rotting food, no animal excrement)
 - clean (for example, no excessive dirt or grease)
 - free of loose materials, equipment and fittings (for example, food containers, paint tins, papers).
- 23.6. all wiring is appropriately covered and secured, including batteries and their terminals
- 23.7. that the approved BoatSafe training and assessment program is not delivered on any ship where warning lights and alarms are present
- 23.8. that trailers, vehicles and any other equipment utilised in the delivery of the approved BoatSafe training and assessment program are in a good, neatly presented and roadworthy.

24. Auditing

All BoatSafe audits are conducted in accordance with the 'BoatSafe Audit and Compliance Framework'. Information specific to the audit process and its requirements are retained in the Framework.

The authority holder must:

- 24.1. upon request, fully cooperate with MSQ during the initiation, conduct and conclusion of a BoatSafe audit

- 24.2. permit entry of MSQ representatives onto premises, and allow access to documents, equipment and representatives of the BTO and/or BTP authority holder
- 24.3. upon request, attend the BoatSafe audit as directed by a representative of MSQ
- 24.4. ensure representatives of the BTO and/or BTP authority holder do not intimidate, abuse or similar (for example, threaten, assault, harass) representatives of MSQ.

25. BoatSafe Information Bulletins

The authority holder must:

- 25.1. comply with all BoatSafe Information Bulletins issued by the BoatSafe team
- 25.2. distribute BoatSafe Information Bulletins to all BTP authority holder/s engaged by the authority holder within seven (7) days of issue, unless directed otherwise within the BoatSafe Information Bulletin
- 25.3. advise BTP authority holder/s when BoatSafe Information Bulletin have been rescinded within seven (7) days of this occurring, unless directed otherwise within the BoatSafe Information Bulletin
- 25.4. ensure all BTP authority holder/s understand and comply with the BoatSafe Information Bulletin.

26. Code of Conduct

The authority holder must ensure that:

- 26.1. they and all individuals engaged, avoid any conflict between personal interests and obligations under the approval
- 26.2. they and all individuals engaged, behave courteously and respectfully towards any persons the authority holder comes in contact with when providing the approved BoatSafe training and assessment program
- 26.3. they and all individuals engaged, do not intimidate, abuse, insult, harass or otherwise cause distress to any student, former student, members of the public, or representatives of the BoatSafe team
- 26.4. they and all individuals engaged, do not engage in conduct that brings BoatSafe, another authority holder, or MSQ into disrepute
- 26.5. they and all individuals engaged, do not publish defamatory matters about BoatSafe, another authority holder, or MSQ.

27. BoatSafe Name and Logo

The word BoatSafe and two associated BoatSafe logos are registered by the Queensland Government and are subject to copyright. The Queensland Government has legal rights to exclusive use and control of both the word BoatSafe and the two logos for the period for which registration remains current. The name and logo may only be used in its current form by a BTO and/or BTP authority holder. They cannot be used for any other purpose other than promotion of BoatSafe training and assessment in Queensland.