

Maritime Safety Queensland

BoatSafe Information Bulletin - 002

BTOs and BTP engagement

Purpose

This BoatSafe Information Bulletin is about the minimum engagement between BoatSafe Training Organisation (BTO) authority holders and their schedule of approved BoatSafe Training Providers (BTP).

Requirements

Situation

The relationship between BTOs and BTPs has been relatively left within the business practices for the authority holder to manage. Recently it has been highlighted that there is an extremely wide disconnect with some BTOs and BTPs and this has put at risk the students of these courses and the BoatSafe program itself. Maritime Safety Queensland (MSQ) has developed some minimum requirements in regard to how the BTO will engage with their BTPs moving forward.

BTO – BTP obligations

BTO Authority holders must be able to provide evidence of the following actions taking place and evidence of how and when these engagements are intended to take place. This evidence will be reviewed during audits or at the request of MSQ.

1. The BTO will sit in on **at least** one course being delivered by each BTP to ensure the BTP is delivering the course content as approved for the Authority holder by MSQ. (This does not apply to Schedule A BTPs.)
2. The BTO will meet with each BTP **at least** once per year and review the course being delivered by the BTP to ensure compliance with the authority holders approved course. (This does not apply to Schedule B BTPs.)
3. The BTO has a written policy of how and when communications, such as BIBs, will be communicated with their BTPs and an acknowledgement process for receipt and understanding.
4. The BTO will review all BoatSafe documentation with the BTP at least annually to ensure the BTP is aware of all required material and is compliant with the program at all levels. For example, the process for the management of students that declare a medical condition.

Note that there is a transition period to implement these obligations which expires on the 31st January 2020.

The BoatSafe Manual – August 2019 can be accessed at <https://www.tmr.qld.gov.au/business-industry/Accreditations/Boatsafe-accreditation.aspx>

Further Information

For further information contact the BoatSafe Team – boatsafe@msq.qld.gov.au