

Train. Drill. Log. Repeat.



CHECKLIST

Training and induction – what to consider

Ensure training and inductions are included in your vessel's risk assessment, detailed in your vessel's safety management system and that you log these activities after you have done them.



IMPORTANT!

Practice emergency procedures.

- **Do you provide training and inductions for new masters and crew?**
 - Does this happen as soon as practical after they join the vessel?
- **Do you provide familiarisation training for masters and crew on key onboard procedures like fishing, towing or cargo work?**
 - How often do you ensure you do this?
 - How do you ensure they are competent to undertake their duties safely?
- **Does your training include drills for all emergency procedures, including master incapacitated and collisions?**
- **Does your training include the use of life-saving equipment like liferafts, lifejackets, EPIRBs and flares?**
- **Do you log details of training activities like who participated, what training they did, when it occurred, etc?**
 - Did they sign-off on this log? Either on paper or electronically?
 - Did you know this record needs to be kept for 5 years?

