

**SCIENTIFIC BOATING
SAFETY ASSOCIATION**

**Boating Safety
Manual**

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TABLE OF CONTENTS

Section		Page
1.00	OVERVIEW	1
1.10	PURPOSE.....	1
1.20	CONTENTS.....	1
1.30	APPLICABILITY.....	1
2.00	RESPONSIBILITY.....	2
2.10	BOATING SAFETY COMMITTEE MEMBERSHIP.....	2
2.20	BOATING SAFETY COMMITTEE RESPONSIBILITY.....	2
2.30	BOATING SAFETY OFFICER.....	2
2.40	PRINCIPAL INVESTIGATORS.....	3
2.50	BOAT OPERATOR.....	3
3.00	ADMINISTRATIVE PROCEDURES & TRAINING REQUIREMENTS.....	4
3.10	AUTHORIZATION OF BOAT OPERATORS.....	4
3.20	MAINTAINING AUTHORIZATION.....	4
3.30	REVOCAION OF AUTHORIZATION.....	4
3.40	RE-AUTHORIZATION.....	4
3.50	TRAILERING.....	4
3.60	LAUNCHING AND RETRIEVING.....	4
4.00	ADMINISTRATIVE PROCEDURES & RECORD KEEPING.....	5
4.10	FLOAT PLANS.....	5
4.20	MAINTENANCE OF RECORDS.....	5
4.30	ACCIDENT REPORTING.....	5
5.00	OPERATIONAL PROCEDURES.....	5
5.10	STABILITY.....	5
5.20	EQUIPMENT.....	5
5.30	COMMUNICATIONS.....	6
5.40	WEATHER.....	6
5.50	SPECIAL OPERATIONS.....	6
5.60	SAFETY CHECKS.....	6

SUGGESTED APPENDICES - (OMs should provide their own appendices)

1	Safety Equipment.....	7
2	Float Plan.....	8
3	Boating Project Approval Form.....	9
4	Boating Emergency Management Procedures.....	10
5	Boating Accident Report Form.....	11
6	Sample Individual Underway Hours Log.....	12

**SCIENTIFIC BOATING SAFETY ASSOCIATION
BOATING SAFETY MANUAL**

**SECTION 1.00
OVERVIEW**

1.10 PURPOSE

The purpose of these boating standards is to ensure that all boating is conducted in a manner that will maximize safety and to set forth standards for training and certification that will allow a working reciprocity between organizational members.

1.20 CONTENTS

The Scientific Boating Safety Association (SBSA) Boating Manual establishes minimum guidelines for the operation of all non-UNOLS boats by Organization Members (OM).

The Organizational Members' SBSA Boat Manual shall include:

- 1 Policy that pertains to all vessels operating under the auspices of the OM.
- 2 Guidelines for obtaining and maintaining boat operator authorization.
- 3 Administrative procedures.
- 4 Equipment standards.

1.30 APPLICABILITY

The provisions of this manual apply whenever OM personnel are using a boat under OM auspices, regardless of ownership of the boat.

Specific examples of boat operations under OM auspices include: persons engaged in research, earning academic credit, employees acting within the scope of their employment; students engaged in any research operation including those receiving or providing boat operation instruction or involved in boat checkouts.

Boats used under OM auspices include:

- 1 Boats owned, supported, or administered by the OM, regardless of ownership.
- 2 Privately owned boats used by the OM for scientific or educational purposes.
- 3 Any other vessels used by the OM for scientific or educational purposes.
- 4 In case of joint operations, the lead institution will ensure that all applicable safety standards are being met.

**SECTION 2.00
RESPONSIBILITY**

2.10 BOATING SAFETY COMMITTEE MEMBERSHIP

Boat Safety Committee membership should consist of:

1. Chief Administrative Officer
The CAO has the ultimate responsibility for the boat program and its related activities
2. Other Members
Should consist of a majority of persons who are knowledgeable about boating operations
3. Boat Safety Officer (BSO), [or OM equivalent]

2.20 BOATING SAFETY COMMITTEE RESPONSIBILITY

- 1 Has autonomous and absolute authority over the boating program's operation.
- 2 Shall review and revise the boating safety manual.
- 3 Shall assure compliance with the boating safety manual.
- 4 Shall take disciplinary action for unsafe practices, and act as a board of appeal.
- 5 Shall recommend the issue, reissue, or the revocation of boating authorizations.
- 6 Shall establish and/or approve training programs through which the applicant can satisfy the requirements of the organizational member's boating safety manual.
- 7 Shall suspend boating operations that are considered to be unsafe or unwise.
- 8 Shall periodically review the Boating Safety Officer's performance and program.
- 9 Shall sit as a board of investigation to inquire into the nature and cause of boating accidents or violations of the organizational member's boating safety manual.
- 10 May grant exceptions to this manual.

2.30 BOATING SAFETY OFFICER (BSO)

The Boating Safety Officer (BSO) serves as a member of the Boating Safety Committee (BSC). This person should have broad experience in boating.

Duties and Responsibilities

- 1 Shall be responsible, through the BSC, to the responsible administrative officer or designee, for the conduct of the boating program of the membership organization. The routine operational authority for this program, including the conduct of training and authorization, and ensuring compliance with this standard and all relevant regulations of the membership organization, rests with the Boating Safety Officer.
- 2 May permit portions of this program to be carried out by a qualified delegate(s), although the Boating Safety Officer may not delegate responsibility for the safe conduct of the OM boating program.
- 3 Shall suspend boating operations considered to be unsafe or unwise.

2.40 PRINCIPAL INVESTIGATORS AND ADMINISTRATIVE OFFICERS

- 1 Principal Investigators and Administrative Officers are responsible for assuring that all boat operations that are part of a program under their direction are conducted in accordance with this manual.
- 2 Principal Investigators and Administrative Officers must determine that all individuals assigned to boat operations related to their projects are properly authorized as described in section 3.10 of this manual.

2.50 BOAT OPERATOR

- 1 Only authorized OM boat operators may operate small boats under OM auspices, whether or not the boat is owned by the OM. Exceptions may be granted by the BSO for vessels run by non-OM owner/operators.
- 2 In US waters non-OM owner/operators must comply with USCG, state, and local regulations covering chartered vessels. In foreign waters, the responsible OM person shall ensure the vessel meets the equipment requirements of this manual.
- 3 The designated boat operator is responsible for all aspects of boating operations, regardless of any senior personnel present in the boat. These responsibilities include, but are not limited to:
 - a) Safety of the vessel and all persons on board.
 - b) Operation of the vessel in compliance with federal, state, and local regulations and this manual.
 - c) Safe transport of the vessel to and from the launch site, if applicable
 - d) The safe operation of all equipment.
 - e) Ensuring that all required operational and safety equipment is on board and that crew and passengers know the location and how to operate safety/survival equipment.
 - f) Report all accidents, incidents, boardings, citations, safety concerns, and issues to the BSO.
- 4 Failure to comply with provisions of the Boating Safety Manual may be cause for the revocation or restriction of the operator's authorization. However, any operator may deviate from the requirements of this manual to the extent necessary to prevent or minimize a situation that is likely to cause death, serious physical harm, damage to the vessel, or major environmental damage.
- 5 The operator or person in charge of a vessel is obligated by law to provide emergency assistance that can be safely provided to any individual in danger at sea. The operator or person in charge is subject to a fine and/or imprisonment for failure to do so.

SECTION 3.00
ADMINISTRATIVE PROCEDURES AND TRAINING REQUIREMENTS

3.10 AUTHORIZATION OF BOAT OPERATORS

Boat Operator Authorization

To become an authorized boat operator submit the OM's application form and:

1. Complete a boating safety course from a BSC approved provider.
2. Provide documentation of, and/or acquire, practical experience in operating a boat.
3. Demonstrate proficiency in the safe operation of the proposed type of boat in local conditions.
4. Demonstrate proficiency in the operation of any specialty equipment and procedures specific to the boat.

3.20 MAINTAINING AUTHORIZATION

OM's shall set standards for maintaining authorization. At a minimum operators shall be re-authorized every five years.

3.30 REVOCATION OF AUTHORIZATION

A boat operators' authorization may be revoked for any action deemed unsafe or unlawful or for not meeting the procedural requirements of the OM.

3.40 RE-AUTHORIZATION

If a boat operator's authorization is revoked, they may be re-qualified after the operator complies with such conditions as the Boating Safety Officer may impose. The operator shall be given the opportunity to present his/her case to the BSC before conditions for re-authorization are stipulated.

3.50 TRAILERING

To become qualified to tow a boat and trailer, the operator or designated driver must demonstrate to the Boating Safety Officer or his/her designee the proper procedures for towing the boat and trailer over the road, as well as launching and retrieving the boat from the trailer to the water. See Appendix # for guidelines.

3.60 LAUNCHING AND RETRIEVING

OM's shall set forth guidelines for launching and retrieving as applicable.

SECTION 4
ADMINISTRATIVE PROCEDURES AND RECORD KEEPING

4.10 FLOAT PLAN – SEE APPENDIX 2

All boat operators conducting boat operations under the auspices of the OM should file a float plan with a responsible party prior to departure.

4.20 MAINTENANCE OF RECORDS

- 1 A file of usage for all boats, including a log of scheduled and unscheduled maintenance for each boat and boat trailer shall be maintained.
- 2 Records shall be maintained for a period deemed appropriate by the OM.

4.30 ACCIDENT AND INCIDENT REPORTING

- 1 All accidents must be reported to the Boating Safety Officer within 24 hours of the incident.
- 2 Incidents and near accidents, breakdowns or other unsafe events whether on land or at sea must be reported to the Boating Safety Officer within a time period specified by the OM.
- 3 Any accident causing loss of the vessel, damage over \$2,000, requiring medical treatment beyond first aid, or loss of life must be reported to the U.S. Coast Guard.
- 4 The Boating Safety Committee shall investigate and document the accident as described in 3 above and related personal injury and/or property damage and prepare a report.
- 5 Accident reports shall be held for five years.

**SECTION 5.00
OPERATIONAL PROCEDURES**

- All boats and equipment used by OM authorized operators in US waters, regardless of ownership, will, at a minimum, conform to U.S. Coast Guard, state, and local requirements and to the standards set forth in this manual.
- All boats operated outside of U.S. Coast Guard jurisdiction shall at a minimum comply with U.S. Coast Guard regulations in addition to any applicable local requirements and to the standards set forth in this manual.

5.10 STABILITY

No person may operate a vessel loaded in a manner that will jeopardize the safety of the operator or crew.

5.20 EQUIPMENT

- 1 The operator shall be familiar with the operation of the equipment and shall inspect all emergency equipment prior to departure.
- 2 The operator and/or crewmember shall notify the responsible person of any malfunctioning equipment.
- 3 The nature of specific operations may require vessels and boating equipment to meet higher standards as determined by the Boating Safety Officer or the Boating Safety Committee.

5.30 COMMUNICATIONS

OM shall set minimum communication guidelines.

5.40 WEATHER

OM shall establish weather guidelines for boating operations.

5.50 SPECIAL OPERATIONS

OM shall establish guidelines for special operations such as; foreign waters, SCUBA diving, trawls, live boating, night operations, equipment deployment, etc.

5.60 SAFETY CHECKS

Prior to Departure Boat Operator Shall:

1. Perform a functional inspection of the boat and equipment, including communications.
2. Assess all environmental conditions – weather, water conditions, etc.
3. Give a briefing to all on board including, at a minimum, emergency procedures, location of PFDs, fire extinguishers, man overboard, and methods of seeking assistance.

After Returning

- 1 Upon return the operator will close the float plan as agreed upon before departure.
- 2 Notify within 24 hours, the responsible person, of any problems with the boat or equipment that occurred during the cruise.