



MID COAST MARINE SERVICES

Annual SMS Review Checklist

For domestic commercial vessel (DCV) operators
under Marine Order 504

Vessel name		UVI	
Owner / operator		Review date	
Reviewed by		Next review due	

How to use this checklist. Work through each item with the owner, master and crew. Tick **Yes** if it is in place and current, or **No** if it needs attention. Record what needs fixing, who is responsible and the due date in the Action column. Keep the signed copy with your SMS records.

1 Vessel and operation details	YES	NO	ACTION / WHO / BY WHEN
Vessel details, class and operational area match the certificate of operation	☐	☐	
Changes to routes, trips, passenger numbers or type of work are reflected in the SMS	☐	☐	
Vessel modifications are recorded, including any that affect stability	☐	☐	

2 Roles and responsibilities	YES	NO	ACTION / WHO / BY WHEN
Designated person is named and contact details are current	☐	☐	
Master's responsibility and authority statement is included in the SMS	☐	☐	
Crew duties are documented and match the current crew	☐	☐	

3 Risk assessment	YES	NO	ACTION / WHO / BY WHEN
Risk assessment reviewed with the owner, master and crew	☐	☐	
New hazards added (equipment, locations, activities, recent incidents)	☐	☐	
Operational risks to vessel stability identified and controlled	☐	☐	
Master and crew fatigue risks identified, with controls in place	☐	☐	
Controls are practical and applied in day-to-day operations	☐	☐	





4 Procedures and policies	YES	NO	ACTION / WHO / BY WHEN
Standard operating procedures reflect current practice	☐	☐	
Emergency procedures cover fire, flooding, person overboard, abandon ship, collision and grounding	☐	☐	
Drug and alcohol policy is in place and understood by crew	☐	☐	
Passenger safety briefing and assembly station arrangements are current	☐	☐	

5 Crew induction and training	YES	NO	ACTION / WHO / BY WHEN
Every crew member has a signed and dated induction	☐	☐	
Crew qualifications and certificates are current and on file	☐	☐	
Training needs identified and planned for the next 12 months	☐	☐	

6 Drills and emergency preparedness	YES	NO	ACTION / WHO / BY WHEN
Drills conducted at the required intervals and recorded	☐	☐	
All crew members have participated in drills	☐	☐	
Lessons from drills used to improve procedures	☐	☐	

7 Maintenance and safety equipment	YES	NO	ACTION / WHO / BY WHEN
Planned maintenance schedule is up to date	☐	☐	
Safety equipment serviced and in date (EPIRB, flares, lifejackets, liferafts, extinguishers)	☐	☐	
Defects recorded, rectified and closed out	☐	☐	

8 Incidents, near misses and records	YES	NO	ACTION / WHO / BY WHEN
All incidents and near misses recorded, and reported to AMSA where required	☐	☐	
Each incident investigated and corrective actions completed	☐	☐	
Logbooks and SMS records are complete, legible and accessible	☐	☐	





9 Document control	YES	NO	ACTION / WHO / BY WHEN
SMS version number and review date updated	☐	☐	
Superseded versions removed from the vessel	☐	☐	
Crew briefed on changes and have signed to confirm	☐	☐	

Review any time something changes

Do not wait for the annual review after an incident or near miss, a new vessel or modification, a change of route or operation, new crew or a new master, or new AMSA requirements.

Sign-off

Role	Name	Signature	Date
Owner / designated person			
Master			

**Need help with your Safety Management System?**

Mid Coast Marine Services can review, update or write your SMS to meet Marine Order 504. Visit mcmsnsw.com.au

This checklist is a general guide only. Always check your obligations against the current Marine Order 504 and AMSA guidance for your vessel class and operation.

