



Top 8 Pty Ltd Trading as Killcare Marina

Brisbane Water NSW Central Coast
39 Araluen Drive KILLCARE NSW 2257
ABN 69 718 795 717

Phone +61 2 4360 1231 ▪ Email sales@killcaremarina.com.au

Contractor Registration APPLICATION

Contractor's Business Name ABN
Please Print Name Date

Core Business (description of the Services your company normally provides)

Insurances

The Company requires outside Contractors to provide the following Certificates of Currency (copies must be provided with your registration):

- Public Liability Insurance (minimum value AUD \$10 million dollars);
- Ship Repairers Liability Insurance (minimum value AUD \$10 million dollars);
- Workers Compensation Insurance (unless sole trader).

These requirements apply in full to all work. Contractors will not be allowed to commence work until such time as the necessary certificates are provided.

A. PUBLIC LIABILITY current copy attached

Entity Insured: Insurance Company:
Policy Number: Expiry Date:
Value:

B. SHIP REPAIRERS LIABILITY current copy attached

Entity Insured: Insurance Company:
Policy Number: Expiry Date:
Value:

C. WORKERS COMPENSATION current copy attached

Entity Insured: Insurance Company:
Policy Number: Expiry Date:
Value:

Notes: (list any discussions, warnings/ reminders and follows-up conversation if insurance details are incomplete)

Licenses and Permits

List any Licenses and Permits required for works undertaken and obtain copies

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Diving Work

Current Environmental Legislation is very specific when it describes in-water hull cleaning activities. For all diving work that relates to underwater cleaning of vessels at the Premises, the Company requires additional specific information

- Copies of Commercial Diving Tickets for each of your staff;
- Medical certificates (not older than 12 months), certifying your staff is fit an able to undertake diving activities;
- Consent letter from the EPA, approving your work methods are in line with current legislation.

OHS & Environment Management Plan

Emergency Procedures. Please provide details of any emergency procedures you have in place.

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Incident Reporting and investigation. Provide details of how incidents will be reported and investigated if they occur.

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Injury Management. Describe any specific Injury Management processes identified in SWMS.

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Safety Monitoring. List any ongoing inspections, incident reporting and hazard management to be carried out during works.

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Risk Assessment (SWMS) & PPE

The Contractor is required to provide a risk assessment (Safe Work Method Statement) prior to commencing any job that involves a certain risk to the Company property, Vessels in Custody, or could potentially harm the Environment, or threat personal safety.

For regular Contractors who perform re-occurring jobs, a generic SWMS indicating all specific tasks and associated risks will be accepted to replace the individual SWMS. This generic document could be supplemented by individual SWMSs for less frequent jobs.

Complete the relevant Safe Work Method forms outlining how you will ensure that all employees understand the Safe Work Method Statement (SWMS). Attach copies of the relevant SWMS.

Chemical Register

No Person is permitted to bring onto the Premises any Dangerous Substances as defined by the Australian Dangerous Goods Code. Such substances are prohibited within the Premises.

The Manager is to be notified before any Person brings a chemical or hazardous product onto the Premises.

MSDSs for all hazardous substances must be available upon request. All Persons must be familiar with, and understand the first aid and control measures required.



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Reference Check

We request you supply us with contact details of two recent customers or companies that are able to give us further information on your services. This information will be treated confidentially and will be used for this internal reference check only.

Reference 1:	
Contact Name:	Company Name:
Contact Details:	
Reference 2:	
Contact Name:	Company Name:
Contact Details:	

Checklist

Thank you for taking the time to complete the Contractor registration process.

We request that you use this checklist as a guide to ensure that all of the required information is provided upon submission of the application and to avoid any delays in processing your application.

- | | |
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| 1. I have read the application and understood the terms and conditions | <input type="checkbox"/> |
| 2. I have completed the Application form | <input type="checkbox"/> |
| 3. I have attached copies of insurances | <input type="checkbox"/> |
| 4. I have attached copies of relevant Licenses and Permits | <input type="checkbox"/> |
| 5. I have attached copies of Diving Work related documents | <input type="checkbox"/> |
| 6. I have completed the Contractors OH&S and Environmental Management Plan | <input type="checkbox"/> |
| 7. I have completed the Required SWMS | <input type="checkbox"/> |
| 8. I have completed the Contractors Chemical Register | <input type="checkbox"/> |
| 9. I have booked my induction with the Company | <input type="checkbox"/> |

Contractor's Declaration

I hereby apply for registration as an approved Contractor with the Company.

I acknowledge receiving and understanding the Marina Regulations regarding Health, Safety and Environmental Requirements and should my application be successful, I agree to abide by them.

I declare the information that I have provided is accurate and true.

I further agree to ensure that all of my employees, agents or sub-Contractors are fully aware of these requirements and obligations and shall abide by them at all times.

Signed by the Contractor: Print Name:



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Contractor INDUCTION

The Contractor must participate in a personal site induction on / prior the first day that he intends to provide any work or services.

Confirmation of Completion of Induction.

Date of Site Induction: Signed by the Contractor: Print Name:
Signed by the Manager: Print Name:

The Following Checklist is to be completed by the Manager while undertaking an induction of a Contractor proposed for Registration:

- 1. Completed Registration form
- 2. Confirm provided Insurances
- 3. Confirm Licenses and Permits
- 4. Diving special conditions (if applicable)
- 5. Collection of Management Plan
- 6. Collection of Required SWMS and Confirmation of PPE
- 7. Collection of Chemical Register
- 8. Review of Safety Equipment and Emergency Plan
- 9. Review of terms and Conditions of registration

You will be required to register "in" and "out" every day you visit the Premises.

You will record the details of Vessel you are working on, and specify the type of work you will be doing.

Your registration with the Company will be valid for the duration of your insurance cover (refer specific insurance requirements). It is important that you provide us with updated insurance documents when applicable.

It is important that each employee of your business understands the registration procedure, and acknowledges the conditions.

Additional Notes, Comments and Conditions

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