

# BOAT03: BEES ASSESSMENT RECORD - Drive and manoeuvre a trailer

**Inductee:** I have received a detailed induction on the skills and procedures necessary to safely drive and manoeuvre BEES trailers and believe that I am competent to do so. I have been assessed in, and agree that I am competent in, the skills outlined below. I understand my responsibilities and obligations in relation to them.

<b>Inductee name:</b>	<b>Staff/Student #:</b>
<b>Signature:</b>	<b>Car licence type:</b>
<b>Date:</b>	<b>Boat used:</b>

Inductee and Assessor to initial the skills and knowledge in which competence has been demonstrated. Inductees will be given further training opportunities in order to address any gaps in competency.		
Demonstrated skills and knowledge	Inductee	Assessor
Knowledge of the Safety Management System and has read the current risk management form. Able to identify and discuss hazards associated with towing.		
Describe the University Policy on drugs and alcohol relevant to vehicle use.		
Describe the University policy on reporting hazards and incidents: Harm2Zero		
Correctly identify the function of the components of the trailer: hand brake, reversing lock lever, safety chain, spare tyre, location of tyre lever, maximum load, and speed plates.		
Demonstrate safe use of the winch and winch lock on a level surface with safety chain engaged.		
Correctly prepare and secure the boat to the trailer including condition of straps& chains.		
Correctly hitch, and secure the trailer to the tow vehicle.		
Demonstrate knowledge of hazards created by unsecured or inappropriate stowage of items in the boat whilst towing.		
Perform a pre-trip check of the trailer and towing vehicle.		
Identify trailer light problems and suggest solutions.		
Drive the tow vehicle whilst towing the boat and trailer and at appropriate speeds.		
Inspect the boat ramp and clearly communicate launching procedure.		
Prepare boat and trailer for launch.		
Back vehicle whilst towing with or without the boat (or both).		
Safely launch vessel from trailer into water: operation of the winch.		
Park the trailer without the boat.		
Inspect and assess the boat ramp and clearly communicate retrieval procedure.		
Prepare trailer for retrieval of boat.		
Safely retrieve boat onto trailer.		
Secure the boat to the trailer and check chains, lights, and hitch.		
Demonstrate post-use cleaning of boat and trailer and towing vehicle.		
Connect and test hydraulic breaking system eg SIMS Seatamer Rampage		

**Assessor:** \_\_\_\_\_ **Comments/Restrictions:** \_\_\_\_\_

**Sign-date:** \_\_\_\_\_