



# Section 3

## AUDIT CHECKLIST

### Attachment 1



# Section 3 - Attachment 1

## SELF AUDIT CHECKLIST

### RETURN TO THE MIA

#### Self Audit Checklist

**This checklist must be completed and submitted to MIA prior to the independent audit for Level 3 accreditation.**

The use of this checklist as a self-assessment tool, allows the participant to request a confirmation visit for Level 3 Accreditation.

An external assessment (through MIA) normally leads to Level 3 Accreditation.

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**Environmental Responsibilities:** The participant agrees to meet its environmental responsibilities in all areas of its business. Notwithstanding any advice or recommendations made to the participant for the duration of the Clean Marinas Australia Program, the participant shall continue to be responsible for all areas of its business in accordance with relevant regulations and legislation.

**Marina Name:** .....

**Address:** ..... **Phone:** .....

**Contact person:** ..... **Position:**..... **Date:**.....

# AUDIT CHECKLIST

Please note : \*\*\* = mandatory requirement. Failure in this question results in Level 3 not being awarded.

**Note: from 1 May 2015, any tenanted or secondary businesses will need to comply with audit criteria as stated in this checklist in relation to mechanical activities, boat maintenance and storage and workshops located on the marina.**

The assessor will provide a maximum period end date of 3 months to allow demonstrated/documentated improvement and awarding of Level 3.

**Please note: The items for participation in the Fish Friendly Program [FFP] are listed in two categories as Desirable [FFD] and Mandatory [FFM] criteria, in the Comments column - if you are participating in the additional FFP the point score weighting achieved via these questions in your Clean Marina Audit will also contribute towards your final Fish Friendly Program Accreditation score.**

## COMPLIANCE

NO.	ITEM	Y	N	N/A	COMMENTS & RECOMMENDATIONS
C1	Are you in compliance with all (Local, State and Federal Agencies) applicable permits, laws and regulations?				

## MECHANICAL ACTIVITIES (M)

NO.	PT	ITEM	Y	N	N/A	COMMENTS & RECOMMENDATIONS
M1	1	Is the mechanical repair and maintenance area part of the primary business at this site?				
M2	1	Is major mechanical work undertaken by the primary business at the site?				
M3	1 pt	Which of the following controls do you have in place if a separate operator undertakes the repair and maintenance? 1. External Contractors Agreement 2. Contractor Package 3. Contractor induction 4. Staff induction for contractor staff	1 2 3 4	1 2 3 4	1 2 3 4	
M4	1	Recycle used oils, radiator/ refrigeration coolants?				
M5	1	Encourage the use of less toxic, propylene Glycol coolants?				
M6	1	Store used acid batteries for recycling in a covered, bunded area?				<b>DESIRABLE CRITERIA TO ACHIEVE FISH FRIENDLY STATUS - FFD</b>
M7	1	Use water-based, non-VOC degreasers and part washers, where practical?				
M8	1	Have oil and other spill absorbent materials available when doing boat maintenance?				<b>MANDATORY CRITERIA TO ACHIEVE FISH FRIENDLY STATUS FFM</b>

M9	1	Offer spill proof oil changes with non-spill vacuum-type containment?				FFD
M10	1	Provide staff training in mechanical activities?				
<b>Total</b>	<b>13</b>	<b>Total points achieved</b>				

## BOAT MAINTENANCE AND STORAGE (BM)

### DO YOU:

NO.	PT	ITEM	Y	N	N/A	COMMENTS & RECOMMENDATIONS
BM1	1	Is the repair and maintenance area part of the primary business at this site or project managed?				
BM2	1	Is the removal and application of anti-fouling paints undertaken by the primary business at the site?				
BM3	1 pt	Which of the following controls do you have in place if a separate operator undertakes the repair and maintenance? 1. External Contractors Agreement 2. Contractor Package 3. Contractor induction 4. Staff induction for contractor staff	1 2 3 4	1 2 3 4	1 2 3 4	

**NOTE: BM4 is a mandatory question.** Failure in this question results in Level 3 not being awarded. The assessor will provide a maximum period end date of 3 months to allow demonstrated/documentated improvement and awarding of Level 3.

NO.	PT	ITEM	Y	N	N/A	COMMENTS & RECOMMENDATIONS
BM4	5	Contain debris from abrasive blasting?				FFM
BM5	3	Conduct boat scraping, sanding, and other debris-producing maintenance in a designated maintenance area (away from the water)? (Note that this question refers to all types of maintenance including anti-fouling. The following 2 questions should be referred to)				FFM

**NOTE: BM6 is a mandatory question.** Failure in this question results in Level 3 not being awarded. The assessor will provide a maximum period end date of 3 months to allow demonstrated/documentated improvement and awarding of Level 3.

NO.	PT	ITEM	Y	N	N/A	COMMENTS & RECOMMENDATIONS
BM6	5	Is boat-scraping, sanding, and other debris-producing maintenance related to ANTI FOULING conducted in a contained, bunded area?				FFM
BM7	3	Is boat-scraping, sanding, and other debris-producing maintenance conducted in a contained, bunded area?				FFM

**NOTE: BM8 is a mandatory question.** Failure in this question results in Level 3 not being awarded. The assessor will provide a maximum period end date of 3 months to allow demonstrated/documentated improvement and awarding of Level 3.

NO.	PT	ITEM	Y	N	N/A	COMMENTS & RECOMMENDATIONS
BM8	5	Do residues and run-off from maintenance and repair activities drain into a collection pit?				FFM
BM9	1	Treat water from pressure washing systems before discharge?				FFD
BM10	1	If you DO NOT have solid containment at your site, do you put tarpaulins or drop cloths under boats to catch chips and drips while scraping, sanding and painting boats on the hardstand?				
BM11	5	Conduct paint spraying in a screened or protective enclosure?				FFD
BM12	1	If you answered no to question BM11, do you use spray-painting equipment with high transfer efficiency such as HVLP or airless spray guns?				FFD
BM13	1	Are blasting and painting enclosures provided with dust extraction/vapour extraction services?				FFD
BM14	1	Do you dispose of the abrasive material and paint dust as hazardous material?				
BM15	1	Reduce use of solvent-based paint strippers by changing practises or products?				

**NOTE: BM16 is a mandatory question.** Failure in this question results in Level 3 not being awarded. The assessor will provide a maximum period end date of 3 months to allow demonstrated/documentated improvement and awarding of Level 3.

NO.	PT	ITEM	Y	N	N/A	COMMENTS & RECOMMENDATIONS
BM16	1	Disallow in-water hull scraping or any process that occurs within or underwater <u>to remove paint</u> from the boat hull? See AS/NZS2299.1: 1999				FFM
BM17	1	Contain the dust from boat preparation work and sanding?				FFD
BM18	1	Use yard vacuum/industrial clean-up systems?				FFD
BM19	neg (-)3	Is there any evidence of any pollutants from slipway activities on the foreshore or in the water?				FFD
BM20	1	Provide staff training in fibreglass and painting work?				FFD
BM21	1	Provide staff training on slipping, storage and bilge cleaning?				FFD
BM22	1	Provide an oil/water separation service to remove oil from bilge water?				FFD
NO.	PT	ITEM	Y	N	N/A	COMMENTS & RECOMMENDATIONS

BM23	1	Place oil absorbent materials in boat bilges as a standard maintenance practice?				FFD
Total	45	Total points achieved				

## FUELLING (F)

### DO YOU:

NO.	PT	ITEM	Y	N	N/A	COMMENTS & RECOMMENDATIONS
F1	1	Is your equipment covered by a maintenance contract?				
F2	1	Regularly inspect, repair and document fuel transfer and storage equipment?				FFM
F3	1	Train fuel dock staff to prevent drips and spills at the fuel dock?				FFM

**NOTE: F4 is a mandatory question.** Failure in this question results in Level 3 not being awarded. The assessor will provide a maximum period end date of 3 months to allow demonstrated/documentated improvement and awarding of Level 3.

NO.	PT	ITEM	Y	N	N/A	COMMENTS & RECOMMENDATIONS
F4	1	Provide information to customers to minimise any environmental incidents?				FFM
F5	3	Provide induction to customers to minimise any environmental incidents?				
F6	1	Have oil/fuel absorbent material available for fuel dock staff and customers to clean up drips and small spills?				FFM
F7	1	Have emergency/automatic cut-off switches, vent line whistles, vent cups, absorbent fuel collars or other fuel spill preventative devices at your marina fuel dock?				FFM

**NOTE: F8 is a mandatory question.** Failure in this question results in Level 3 not being awarded. The assessor will provide a maximum period end date of 3 months to allow demonstrated/documentated improvement and awarding of Level 3.

NO.	PT	ITEM	Y	N	N/A	COMMENTS & RECOMMENDATIONS
F8	1 Pt	Is signage appropriate to ensure staff & customers can clearly identify:				FFM
	e	1. General fuelling procedures	1	1	1	
	a	2. Emergency contact procedures and details	2	2	2	
	c	3. What to do in a minor spill (a spill that does not enter the water)	3	3	3	
	h	4. What to do in any other type of spill	4	4	4	
NO.	PT	ITEM	Y	N	N/A	COMMENTS & RECOMMENDATIONS
F9	1	Have a Fuel Dock/ Area Spill Management Plan?				FFD

<b>F10</b>	<b>1</b>	Have a Fire and Hazard Management Plan that specifically refers to the Fuel Dock/Area?				<b>FFD</b>
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**NOTE: F11 is a mandatory question.** Failure in this question results in Level 3 not being awarded. The assessor will provide a maximum period end date of 3 months to allow demonstrated/documentated improvement and awarding of Level 3.

<b>NO.</b>	<b>PT</b>	<b>ITEM</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS &amp; RECOMMENDATIONS</b>
<b>F11</b>	<b>1</b>	Have a Fuel Dock/Area Emergency Response Plan for potential accidents or emergencies? (This may be part of the spill or fire and hazard contingency plan.)				<b>FFM</b>
<b>F12</b>	<b>1</b>	Keep emergency response equipment accessible and near potential sources of accidents?				<b>FFM</b>
<b>F13</b>	<b>1 Pt e a c h</b>	Does your fuel dock / area have: 1. Hoses/reels 2. Fire extinguishers 3. Other type of fire safety equipment	<b>1.</b> <b>2.</b> <b>3.</b>	<b>1.</b> <b>2.</b> <b>3.</b>	<b>1.</b> <b>2.</b> <b>3.</b>	<b>FFD</b>
<b>Total</b>	<b>20</b>	<b>Total points achieved</b>				

## **FACILITY MANAGEMENT**

### **DO YOU:**

<b>NO.</b>	<b>PT</b>	<b>ITEM</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS &amp; RECOMMENDATIONS</b>
<b>FM1</b>	<b>1</b>	Do you have a complaints procedure?				
<b>FM2</b>	<b>Neg (-) 1</b>	Have there been any unresolved complaints associated with the premises in the past 3 years?				

**NOTE: FM3 is a mandatory question.** Failure in this question results in Level 3 not being awarded. The assessor will provide a maximum period end date of 3 months to allow demonstrated/documentated improvement and awarding of Level 3.

<b>NO.</b>	<b>PT</b>	<b>ITEM</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS &amp; RECOMMENDATIONS</b>
<b>FM3</b>	<b>2</b>	Does the site have an Environmental Policy?				<b>FFM</b>
<b>FM4</b>	<b>2</b>	Does the site have a written maintenance plan?				<b>FFD</b>
<b>FM5</b>	<b>1</b>	Keep your black water pump-out facility in good working order?				<b>FFD</b>
<b>NO.</b>	<b>PT</b>	<b>ITEM</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS &amp; RECOMMENDATIONS</b>
<b>FM6</b>	<b>1 pt e a c h</b>	Offer affordable, convenient pump out facilities to: 1. Customers 2. General public?	<b>1.</b> <b>2.</b>	<b>1.</b> <b>2.</b>	<b>1.</b> <b>2.</b>	<b>FFD</b>
<b>FM7</b>	<b>1</b>	Provide clean toilets and bathrooms for customers?				

<b>FM8</b>	<b>1</b>	Reduce the use of toxic cleaners for cleaning your facility by changing practises or products?				<b>FFD</b>
<b>FM9</b>	<b>1</b>	Prohibit disposal of fish waste in the marina basin, and/or provide for proper disposal of fish waste?				<b>FFM</b>
<b>FM10</b>	<b>1</b>	Use native plants in landscaping?				<b>FFD</b>
<b>FM11</b>	<b>1</b>	Minimise use of fertilisers and pesticides or use compost on landscaping?				<b>FFD</b>
<b>FM12</b>	<b>1</b>	Keep waste disposal bins covered and in convenient locations away from the water?				<b>FFD</b>

**NOTE: FM13 is a mandatory question.** Failure in this question results in Level 3 not being awarded. The assessor will provide a maximum period end date of 3 months to allow demonstrated/documentated improvement and awarding of Level 3.

<b>NO.</b>	<b>PT</b>	<b>ITEM</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS &amp; RECOMMENDATIONS</b>
<b>FM13</b>	<b>1</b>	If waste bins are adjacent or over the water, are they bunded or do they have secondary containment?				<b>FFM</b>
<b>FM14</b>	<b>1</b>	Provide clearly marked recycling containers for customers and staff to use, particularly for plastic, glass and metal food/beverage containers?  Note: If recycling is not offered commercially or by Councils, please advise the assessor.				
<b>FM15</b>	<b>1</b>	Do you have a waste removal agreement with either a local council or private company?				<b>FFD</b>
<b>FM16</b>	<b>1 p t e a c h</b>	Do you encourage banning the provision of plastic bags, except for use for pet waste? 1. By Site owner/operator /staff 2. By tenants 3. Boat owners as used to deter seagulls etc.	<b>1. 2. 3.</b>	<b>1. 2. 3.</b>	<b>1. 2. 3.</b>	
<b>NO.</b>	<b>PT</b>	<b>ITEM</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS &amp; RECOMMENDATIONS</b>
<b>FM17</b>	<b>1</b>	Encourage customers to maintain clean hulls and internal plumbing by providing facilities for regular maintenance?				<b>FFD</b>
<b>FM18</b>	<b>1</b>	Encourage customers to clean up after their pets by placing signs and/or providing bags to scoop up wastes?				



<b>FM19</b>	<b>1</b>	Have you and/or your staff attended self-education courses and/or specific management or environmental training courses?				
<p><b>NOTE: FM 20 – question number 1 is a mandatory question.</b> Failure in this question results in Level 3 not being awarded.</p> <p>The assessor will provide a maximum period end date of 3 months to allow demonstrated/documentated improvement and awarding of Level 3.</p>						
<b>FM20</b>	<b>1 Pt</b>	Train employees in emergency response: 1. Every year. 2. When new staff join. 3. When procedures change.	<b>1.</b>	<b>1.</b>	<b>1.</b>	<b>FFM</b>
			<b>2.</b>	<b>2.</b>	<b>2.</b>	
			<b>3.</b>	<b>3.</b>	<b>3.</b>	
<b>Total</b>	<b>27</b>	<b>Total points achieved</b>				

## WORKSHOPS – MECHANICAL

COMPANY NAME IF NOT SITE OWNER/OPERATOR \_\_\_\_\_

NO.	PT	ITEM	Y	N	N/A	COMMENTS & RECOMMENDATIONS
<b>WM1</b>	<b>1</b>	Are all liquid materials stored adequately (e.g. in a designated bunded area)?				<b>FFM</b>
<b>WM2</b>	<b>1</b>	Are all oils stored adequately (e.g. in a designated bunded area)?				<b>FFM</b>
<b>WM3</b>	<b>1</b>	Do the designated chemical storage areas comply with legislation requirements for bunding guidelines				<b>FFM</b>
<b>WM4</b>	<b>1</b>	Is the designated chemical storage area located well away from the water and stormwater drains?				<b>FFM</b>
<b>WM5</b>	<b>1</b>	Do the premises have all relevant Material Safety Data Sheets?				
<b>WM6</b>	<b>1</b>	Is the chemical storage area inspected regularly for leakages?				<b>FFM</b>
NO.	PT	ITEM	Y	N	N/A	COMMENTS & RECOMMENDATIONS
<b>WM7</b>	<b>1</b>	Do the premises have appropriate clean-up equipment such as booms, sandbags and absorbents within reasonable distance in case of spillage?				<b>FFM</b>
<b>Total</b>	<b>7</b>	<b>Total points achieved</b>				

## WORKSHOPS –SHIPWRIGHT, BOAT REPAIR

COMPANY NAME IF NOT SITE OWNER/OPERATOR \_\_\_\_\_

NO.	PT	ITEM	Y	N	N/A	COMMENTS & RECOMMENDATIONS
WS1	1	Are all liquid materials stored adequately (e.g. in a designated bunded area)?				FFM
WS2	1	Do the designated chemical storage areas comply with legislation requirements for bunding guidelines				FFM
WS3	1	Is the designated chemical storage area located well away from the water and stormwater drains?				FFM
WS4	1	Do the premises have all relevant Material Safety Data Sheets?				FFM
WS5	1	Is the chemical storage area inspected regularly for leakages?				FFM
WS6	1	Do the premises have appropriate clean-up equipment such as booms, sandbags and absorbents within reasonable distance in case of spillage?				FFM
<b>Total</b>	<b>6</b>	<b>Total points achieved</b>				

## WORKSHOPS – GENERAL

DO YOU:

NO.	PT	ITEM	Y	N	N/A	COMMENTS & RECOMMENDATIONS
WG1	1	Are all liquid materials stored adequately (e.g. in a designated bunded area)?				FFM
WG2	1	Are all oils stored adequately (e.g. in a designated bunded area)?				FFM
NO.	PT	ITEM	Y	N	N/A	COMMENTS & RECOMMENDATIONS
WG3	1	Do the designated chemical storage areas comply with legislation requirements for bunding guidelines.				FFM
WG4	1	Is the designated chemical storage area located well away from the water and stormwater drains?				FFM
WG5	1	Do the premises have all relevant Material Safety Data Sheets?				

WG6	1	Is the chemical storage area inspected regularly for leakages?				FFM
WG7	1	Do the premises have appropriate clean-up equipment such as booms, sandbags and absorbents within reasonable distance in case of spillage?				FFM
<b>Total</b>	<b>7</b>	<b>Total points achieved</b>				

### EMERGENCY PLANNING / EMERGENCY EQUIPMENT - GENERAL

**NOTE:** separate questions are also included specific to fuelling plans & procedures in that section.

#### DO YOU:

NO.	PT	ITEM	Y	N	N/A	COMMENTS & RECOMMENDATIONS
EP1	1	Have a Spill Management Plan?				FFM
EP2	1	Have a Fire and Hazard Management Plan?				FFM
EP3	1	Have an Emergency Response Plan for potential accidents or emergencies? (This may be part of the spill or fire and hazard contingency plan).				FFM
EP4	1	Keep emergency response equipment accessible and near potential sources of accidents?				FFM
EP5	1 pt e a c h	Do you have: 1. Hoses/reels 2. Fire extinguishers 3. Other type of fire safety equipment	1. 2. 3.	1. 2. 3.	1. 2. 3.	FFM

#### NOTE:

**EP6 is a mandatory question.** Failure in this question results in Level 3 not being awarded.

The assessor will provide a maximum period end date of 3 months to allow demonstrated/documentated improvement and awarding of Level 3.

NO.	PT	ITEM	Y	N	N/A	COMMENTS & RECOMMENDATIONS
EP6	1	Is your fire safety equipment tested in compliance with relevant regulations?				FFM

#### NOTE:

**EP7 – question number 1 is a mandatory question.** Failure in this question results in Level 3 not being awarded.

The assessor will provide a maximum period end date of 3 months to allow demonstrated/documentated improvement and awarding of Level 3.

NO.	PT	ITEM	Y	N	N/A	COMMENTS & RECOMMENDATIONS
EP7	1 pt e a c h	Train employees in emergency response: 1. Every year. 2. When new staff join. 3. When procedures change.	1. 2. 3.	1. 2. 3.	1. 2. 3.	FFM
<b>Total</b>	<b>11</b>	<b>Total points achieved</b>				

## BOATIES' EDUCATION

**NOTE:** Some questions relating to education may be shown in other sections, e.g., fuelling.

### DO YOU:

NO.	PT	ITEM	Y	N	NA	COMMENTS & RECOMMENDATIONS
BE1	1	Provide guidelines or information about environmentally responsible boating practises to your customers?				FFD
BE2	1	Provide any education for customers about your site and for preserving the facility?				
BE3	1	If informed of and provided with material on marine pests, would you provide awareness material to boat owners to help stop their spread?				FFD
<p><b>NOTE: BE4 is a mandatory question.</b> Failure in this question results in Level 3 not being awarded. The assessor will provide a maximum period end date of 3 months to allow demonstrated/documentated improvement and awarding of Level 3.</p>						
NO.	PT	ITEM	Y	N	NA	COMMENTS & RECOMMENDATIONS
BE4	1	If the site has an Environmental Policy, is this provided to customers and clearly stated?				FFM
<b>Total</b>	<b>4</b>	<b>Total points achieved</b>				

**EXTRA CREDIT SECTION**

List **up to 5** additional operating practises that your facility uses that have reduced waste, otherwise reduced pollution or that you can demonstrate improve environmental outcomes and/or reduce risk of environmental incidents

**NOTE:** Each practice is worth the same as one question.

	Description of practice	Pts
1		
2		
3		
4		
5		
	<b>Total Points achieved</b>	

**DOCUMENTS TO BE PROVIDED TO AUDITOR**

<b>DOCUMENTATION</b>	<b>DATE PROVIDED</b>	<b>NOTED</b>	<b>COPY</b>
Environmental Policy			
Environmental Information			
Fuel Signage			
Fuel/dock area-Spill Mgmt Plan			
Fuel Pump Calibration Records			
Fire & Hazard Management Plan			
Fuel dock – Emergency Response Plan			
Emergency Response Training			
MSD Sheets			

**RESULT OF ACCREDITATION PROCESS – CLEAN MARINA PROGRAM**

[(Number (#) of points achieved \_\_\_\_ ) + 1 point for every extra credit practice \_\_\_\_] X 100  
\_\_\_\_\_ =  
% awarded.

Total number (#) of points achievable \_\_\_\_

***A score of 85% or higher qualifies your facility to be certified as a Clean Marina***

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**Clean Marinas Australia Level 3 pass recommended: YES NO**

**Signed: \_\_\_\_\_ Name:**  
\_\_\_\_\_

**Date: \_\_\_\_\_**

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**Clean Marinas Australia Level 3 pass approved: YES NO**

**Signed: \_\_\_\_\_ Name:**  
\_\_\_\_\_

**Date: \_\_\_\_\_**

**Review Date: \_\_\_\_\_**

## **FISH FRIENDLY ACCREDITATION – additional matters**

**Note: Eligibility for Fish Friendly accreditation is available to marinas that have achieved Clean Marinas Australia Level 3 accreditation in addition to consideration of mandatory Fish Friendly actions highlighted in the comments area in previous section and table below - *Desirable [FFD] and Mandatory [FFM] criteria.***

<b>NO.</b>	<b>PT</b>	<b>ITEM</b>	<b>Y</b>	<b>N</b>	<b>NA</b>	<b>COMMENTS &amp; RECOMMENDATIONS</b>
<b>FF1</b>	<b>5</b>	Obtain advice from appropriate state government agencies on fish friendly infrastructure designs and required approvals and permits for new works				<b>FFM</b>
<b>FF2</b>	<b>1</b>	Identify opportunities to modify existing structures to improve their value as fish habitat or reduce potential impacts and include fish friendly designs for any new infrastructure (e.g. by increasing habitat complexity and reduce shading of the seafloor)				<b>FFD</b>
<b>FF3</b>	<b>1</b>	Obtain information on the range of local fish species important to recreational fishers and their breeding, nursery, feeding habitats				<b>FFD</b>
<b>FF4</b>	<b>5</b>	Find out from appropriate state government agencies or educational institutions if there are unique or threatened populations of sea life in your area and how best to help protect them				<b>FFM</b>
<b>FF5</b>	<b>1</b>	Obtain information from appropriate state government agencies about opportunities to rehabilitate existing areas and/or re-establish areas of fish habitats in adjacent waters and foreshores				<b>FFD</b>



FF6	5	Obtain information from appropriate state government agencies on any introduced marine pests or seaweeds that might be likely to turn up in the local area, and make the information readily available to staff and customers				FFM
<b>NO.</b>	<b>PT</b>	<b>ITEM</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>COMMENTS &amp; RECOMMENDATIONS</b>
FF7	5	Request staff and marina customers to report sightings of suspicious potential exotic pest species and pass this information on to Fisheries NSW				FFM
FF8	5	Support existing advisory programs aimed at educating boaters about their role in helping to stop the spread of marine pests and diseases				FFM
FF9	1	Reduce stormwater runoff by installing rainwater tanks to intercept and make use of rainwater and retain vegetated surfaces where appropriate				FFD
FF10	1	Replace traditional moorings with 'seagrass friendly' types which prevent chain from contacting the sea bed				FFD
FF11	1	Take measures to avoid damaging seagrass, seaweed beds and other sensitive habitats such as directing boat traffic away from particular areas or re-routing stormwater runoff to avoid shallow waters				FFD
FF12	1	During redevelopment works replace vertical seawalls with sloping sandstone boulder walls, or retrofit vertical walls with 'habitat windows' to increase the available area of habitat and to minimise the potential for erosion caused by wave reflection				FFD

FF13	1	Obtain information aimed at educating anglers about sustainable fishing and boating practices such as fishing guides, brochures and bag and size limit stickers from appropriate agencies and make these available to marina customers				FFD
FF14	1	Make space available for educational signage aimed at promoting sustainable fishing and boating practices.				FFD
<b>NO.</b>	<b>PT</b>	<b>ITEM</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>COMMENTS &amp; RECOMMENDATIONS</b>
FF15	1	Advise marina customers not to feed birds or fish, nor to clean their catch within the marina basin				FFD
FF16	1	Prohibit disposal of fish waste in the marina basin, and/or provide for proper disposal of fish waste and inform marina customers of the location of nearby fish cleaning and disposal facilities				FFD
FF17	1	Display signage promoting the marina as being fish friendly and display fish friendly marina brochures and make them available for marina customers				FFD
FF18	1	Take the time to show new customers the marina's fish friendly features, inform them of the local fish species and let them know what is expected of them as patrons of a fish friendly and an environmentally aware business				FFD

### Result of accreditation process – FISH FRIENDLY MARINA

[(Number (#) of points achieved \_\_\_\_ ) X 100

%

Total number (#) of points achievable \_\_\_\_

=

***A score of 85% or higher qualifies your facility to be certified as a Fish Friendly Marina***

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**Clean Marinas Australia Level 3 – Fish Friendly Marina pass recommended: YES / NO**

**Signed: \_\_\_\_\_ Name:**

\_\_\_\_\_

**Date: \_\_\_\_\_**

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