

MARINE TOURISM ACCREDITATION INFORMATION GUIDE



A module of the Australian Tourism Accreditation Program (ATAP)

Overview

Marine Tourism Accreditation is a module of the Australian Tourism Accreditation Program (ATAP) specifically designed to help WA Marine Tourism Businesses address and be rewarded for meeting WA Marine Tour Operators Best Practice Standards. By becoming Marine Tourism Accredited businesses have demonstrated a commitment to professionalism and ethical conduct operating in Western Australia's pristine marine environment.

Businesses must read and demonstrate a commitment to the [WA Marine Tour Operators Best Practice Standards](#) by signing off on the [Marine Tourism Accreditation Requirements Checklist](#).

Details on the requirements and supporting links, templates and samples are found in the More Info sections of the ATAP Online Program under the heading Marine Tourism Accreditation.

Cost

There is no additional cost for ATAP accredited businesses.

Steps to complete your Marine Tourism Accreditation Application

1. Go to <http://program.atap.net.au>.
2. Enter your personal login details (contact a TCWA Industry Adviser if you do not have your login details, accreditation@tourismcouncilwa.com.au).
3. Select the option 'Start a new application' (if you have logged in previously, it may say either 'view' or 'continue' my application).
4. Sections 1-14 of the online program should have been previously completed or viewed at onsite.
5. Go to Section 14g Marine Tourism Accreditation.

g. Marine Tourism Accreditation

I would like to apply for Marine Tourism Accreditation.

- I have read the [Marine Tour Operators Best Practice Standards](#)
- I have completed and attached the [Marine Tourism Accreditation requirements checklist](#)



Manage attachments

You may attach up to 1 file(s) for this question.

- File 1: [MARINE TOURISM ACCREDITATION CHECKLIST - FORM.pdf](#)

[MORE INFO](#)

6. Open and read the Marine Tour Operators Best Practice Standards. Link is in section 14g.
7. Open the Marine Tourism Accreditation requirements checklist. Link is in section 14g.
8. Go through the checklist requirements ensuring you have uploaded evidence of all requirements into the corresponding sections noted.

REQUIREMENTS CHECKLIST	MORE INFO ATAP ONLINE	ACHIEVED ✓
Business Operations		
Business Insurance		
▪ Where applicable insurance covers activities operating outside the vessel eg. swimming, snorkelling or walking on land	Section 3	<input type="checkbox"/>
▪ Sufficient vessel/marine hull, vehicle and equipment insurance is held	Section 3	<input type="checkbox"/>
Operating Licences		
The following Operating Licences are held and details included in Section 2: Licences and Permits;	Section 2	
▪ Certificate of Survey – AMSA	Section 2	<input type="checkbox"/>

9. Tick 'Achieved' box when completed, or note N/A - not applicable.
10. Templates, Links and Samples can be found by clicking the top MORE INFO under each Section.

Section 9: Risk Management

MORE INFO **CHECKLIST** **TEMPLATE** **CASE STUDY**

a. Risk Management Policies

MORE INFO **SAMPLE**

Rich text editor toolbar: Bold, Italic, Underline, Bulleted List, Numbered List, Link, Unlink, Text Color, Background Color, Undo, Redo, Print, Refresh, Help, etc.

11. Scroll through to the Western Australia section - MARINE TOURISM ACCREDITATION.

Western Australia

MARINE TOURISM ACCREDITATION

Compliance with Risk Management and Safety Standards

Requirements of Risk Management and Safety Standards are addressed under the new regulatory framework known as the National System for Commercial Vessel Safety, administered by the Australian Maritime Safety Authority (AMSA).

The national system consists of regulations and marine orders to adopt:

- [National Standard for Commercial Vessels \(NSCV\)](#), and
- Regulatory Plan (for vessel and crew treatment).

Safety Management System

As a result of legislation (*Marine Order 504 (Certificates of Operation-national law) 2013*, and the *Marine Order 504 Conditions Determination 2013*), new and existing Class 1 and Class 4 vessel operations are required to have a Safety Management System in place by 1 July 2015, to meet the [National Standard for Commercial Vessels \(NSCV\)](#).

12. Access the live Samples and Templates by clicking on the links.

Samples and Templates:

[Sample Safety Management System Document](#) - Class 1 Operation

Sample - Maintenance of Vessel and Equipment pg 21

Template - Maintenance of Vessel and Equipment pg 72

Template - Programmed Maintenance Schedule pg 75

Template - Unscheduled Maintenance Report pg 80

13. Ensure you click save in each section when you have completed entering or uploading the required information.


14. In Section 14g Marine Tourism Accreditation Click the 2 tick boxes acknowledging you have read the Marine Tour Operators Best Practice Standards and Completed and attached the Marine Tourism Accreditation requirements checklist.

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MORE INFO

15. Save your completed Marine Tourism Accreditation requirements checklist to your computer and then upload to the online application by clicking Manage attachments.

16. Click 'SAVE AND FINISH' to submit your online application, ATAP will be automatically notified, and you will receive an email confirming receipt of your application.

Further Information

Further information and support can be provided by emailing the TCWA Industry Advisors accreditation@tourismcouncilwa.com.au or Phone 08 9416 0700.