

Yacht Safe How to Guide for Auditors

1 Auditor

1.1 Logging into Yacht Safe as an Auditor

- On your email from Yacht Safe Australia, click on the 'Activation Link' to open the Yacht Safe website.
- Enter your Yacht Safe username (your e-mail address) and password.

**Note if you are also a boat owner your auditor's profile and boat owner's profile are linked and have the same username and password. By clicking the red button 'Login as Auditor' it will switch to your auditor's profile.

1.2 Updating your auditing availability

- Click the 'Dashboard' tab
- Click the 'Availability' icon
- Select the month and year you'd like to update

Up the top in grey it will have the time blocks and down the side in orange it will have the dates and days of the month.

- Click on the green boxes to tick when you are available to do audits
- Note that the blocks are at 30 minute intervals, you may take one-one and a half hours to do an audit, so ensure that you click on every second or third time block
- Once finished click 'save'

1.3 Auditing a boat

Once a boat owner has booked their appointment and they chose a time slot that has you as the auditor, you will receive an email from Yacht Safe saying a boat owner has booked an audit with you.

The audits are done on the boat, in the presence of the owner, using a notepad or laptop to access Yacht Safe website. If you do not have your own notepad or laptop with WiFi access on the marina, suitable notepads are available from the Julia at Boating office.

Once on the boat you will do the following:

- Log in as Auditor
- Click the 'Dashboard' tab
- Click the 'Audit Forms' icon
- On the audit you're going to do next click 'Audit now'
- You will now proceed to fill in the audit form, by ticking the 'A' red boxes when correct.
- You must note outstanding items if there are any that prevent audit completion
- If the Audit is NOT COMPLETE click 'Save Audit for Future Date'
- If the audit is COMPLETE and there are no red fields click 'Finish Audit'

1.4 Re-Auditing a boat

- When the owner advises you that the outstanding items have been completed, you may, depending on the item, accept photo evidence of completion or meet on the boat to confirm compliance.
- Log-in as Auditor
- Click the 'Dashboard' tab
- Click the 'Audit Forms' icon
- On the audit you're going complete click 'Audit now'
- You will now proceed to complete the audit form, by ticking the 'A' red boxes when correct.
- Once the audit is COMPLETE and there are no red fields click 'Finish Audit'