



TYPE OF DOCUMENT:	POLICY
TITLE:	INSURANCES
DOCUMENT NUMBER:	POL20
VERSION NUMBER	2.0

POLICY STATEMENT

Perth Boat School is committed to ensuring that it has insurance cover to protect it from possible litigation.

Perth Boat School will ensure that it has insurance cover for, as a minimum:

- * **public liability and**
- * **professional indemnity.**

INSURANCES

1.0 INTRODUCTION

Perth Boat School is committed to providing quality training and assessment in accordance with the Australian Quality Training Framework (AQTF 2007). As such, Perth Boat School is required to have insurance cover necessary to carry out its business. Perth Boat School is committed to providing the best practice, professional products and services to its clients and acknowledges it can only succeed in this with effective and efficient quality processes.

2.0 POLICY PRINCIPLES :

2.1 Principles

- o Perth Boat School has current insurance policies.
- o Copies of current insurance details are retained by the Manager of Perth Boat School.
- o Perth Boat School will ensure it has insurance coverage for the following:

Type of Insurance	Insurer	ABN	Policy No.	Insured Amount \$	Expiry Date
Professional Indemnity	Honan Insurance Brokers	55780985813	RTOO/0187	\$2M (one claim) \$4M (aggregate)	03/01/2010
Public Liability	Honan Insurance Brokers	55780985813	RTOO/0187	\$10M	



3.0 SUPPORTING DOCUMENTATION

Perth Boat School documentation which supports the implementation of this Policy includes:

- Insurances register
- Insurances file

4.0 PROCEDURES :

INSURANCES	20 - 01
-------------------	----------------

1.1 Purchase of Insurance

- The Director of Perth Boat School obtains all relevant insurances

1.2 Review and Maintenance of insurance cover

- The Director of Perth Boat School ensures all insurance coverage meets the AQTF 2007 requirements.

1.3 In the event of a claim

- The Manager of Perth Boat School will contact the Insurers immediately.
- The insurers will arrange, at their expense, all legal representation for Perth Boat School. The insurer is under no obligation to pay Perth Boat School's solicitors fees.