

# BOAT06: BOAT TRIP LOG AND MAINTENANCE CHECKS

MARRA GEMINI 5.5   24507	Coast : 5 work/ 4 dive   Max Load 400 kg
ENS2600	Sheltered: 5   Max Load: 400kg

Master:		Account:		Date of Use:	
List Crew & Special Personnel				Engine Hours Used:	
Purpose:		Launch Site		Destination	
Marine Rescue (if not listed above) Base:		Phone:		Record the marine weather <b>forecast</b> here (wind, speed direction, warnings):	
Obtained at Date / time:		TIDES:			

## Planning

Check weather/swell forecasts	<input type="checkbox"/>	Travel Form Staff (if out of Wollongong area)	<input type="checkbox"/>	Dive flag, O <sub>2</sub> , defib	<input type="checkbox"/>
Risk Assessment form/s and Safe Work Procedures	<input type="checkbox"/>	Master - inducted , licenced, not affected by alcohol/ drugs	<input type="checkbox"/>	Adequate First Aid Training	<input type="checkbox"/>
Marine Emergency Action Plan	<input type="checkbox"/>			Food & water 2L pp coast	<input type="checkbox"/>
Field Participant Forms	<input type="checkbox"/>			Check all Safety Gear (checklist on page 4)	<input type="checkbox"/>

## Pre-departure checks

Item	Part	Check	Tick or comment
<b>Engine</b>	Tilt mechanisms	Check operational	
	Engine supports	Check properly engaged for towing	
	Fuel - MAARRA 100 L	Before: Fuel amount added: Approximate level after adding fuel:	
	Fuel filters	Check for water (cloudy)	
	Fuel lines	Check condition of lines, check for leaks	
	Propellers	Check condition	
	Engine Oil	For trips of 2 weeks of more please check	
<b>Steering</b>	Function	Check operation	
<b>Electrical</b>	Engine Hours	Record start engine hours	
	Nav Lights	Check all lights function - essential	
	Radio & GPS	Check power to all instruments	
	Bilge pump	Check functional and clear of debris	
	Manual Deck Bilge Pump	Check functional and clear of debris	
<b>Hull</b>	Hull	Check for damage	
	Ladder	Check secure	
	Duck Bill Bailers up	Check position, and clear of debris	
	Bungs	Check in Skipper Console Locker	
<b>Mooring</b>	Lines (2)	Check mooring lines present	
	Fenders (2)	Check fenders present	
<b>Anchoring</b>	Anchor	Attached to boat, secure for towing, suitable for task & ready to deploy (not tangled)	
	Chain and Rope	Check present, adequate length for work at least 5:1 (line: depth), ready to use (not tangled). Spare rope.	
	Stern Anchor	Do you need one? Extra Anchor line?	
<b>Trailer Towing - any equipment in the boat must be secure in hatches or tied down.</b>	Lights	Check working	
	Chain & tie downs	Check fitted correctly	
	Tyres	Visually inspect, check tyre pressure, spare	
	Winch	Attached, locked	

# BOAT06: BOAT TRIP LOG AND MAINTENANCE CHECKS

## Exiting Shed

Tension tie-down straps, ensure winch locked and tight and check winch safety chain is connected to boat	<input type="checkbox"/>	Open roller door and reverse vehicle into the shed using another person to guide you. You may need to use the jockey wheel to manoeuvre the trailer coupling directly over the tow ball if your reverse is not spot-on.	<input type="checkbox"/>
Bungs should be open (ensure bungs in skipper's storage)	<input type="checkbox"/>	Lower the jockey wheel (whilst holding 'trigger handle' on coupling up) onto tow ball and lock the coupling onto the tow ball by dropping and locking the 'trigger handle' so it grabs the tow ball.	<input type="checkbox"/>
Ensure all safety equipment on board (checklist below)	<input type="checkbox"/>	Connect the electrical cable and D-shackle to the vehicle (and check all lights function).	<input type="checkbox"/>
Ensure aerial removed and anchor light down and pot puller flat on deck (if using)	<input type="checkbox"/>	Put the jockey wheel in the horizontal 'travel' position.	<input type="checkbox"/>
Remove tow ball lock, release brake, ensure reversing lock 'disengaged'.	<input type="checkbox"/>	Carefully pull the trailer out of the shed and follow the turning circle (if available) in order to exit the yard. If this is not available you will need to follow the steps taken (or instructed) during your induction.	<input type="checkbox"/>
Check tyre air pressure (45-50PSI), check there is ample fuel and oil in engines.	<input type="checkbox"/>	After several kilometres stop and check all couplings, chains and straps are tight, check balance of load, tyres, lights.	<input type="checkbox"/>
Ensure engines supported on timber supports	<input type="checkbox"/>		

## At the boat ramp

Check trailer bearings for excessive heat (allow to cool).	<input type="checkbox"/>	Release wood blocks from under engines and store in engine well.	<input type="checkbox"/>
Inspect boat ramp is suitable & safe and discuss launch	<input type="checkbox"/>	Check anchor is on board and ready to be deployed.	<input type="checkbox"/>
Pre-Trip Briefing to passengers – including activities, emergency plan, how to use life jacket.	<input type="checkbox"/>	Prepare a bow line and mooring lines as necessary to assist launch.	<input type="checkbox"/>
Remove boat tie-downs and screw in bungs.	<input type="checkbox"/>	Engage reversing lock on trailer.	<input type="checkbox"/>
Insert keys, attach battery switches, turn on batteries and check electrical systems operational (check VHF radio and nav lights)	<input type="checkbox"/>	Ensure Master is on board prior to launch.	<input type="checkbox"/>
Ensure kill switch is in the 'ON' position with loops attached and carabiner attached to Master.	<input type="checkbox"/>	Check for obstructions and use a lookout to guide you down the boat ramp (use courtesy towards other ramp users).	<input type="checkbox"/>

## Launching

Reverse trailer carefully down the ramp (using a lookout to guide you) and stop once the water level has almost reached the mud guards above the trailer tyres.	<input type="checkbox"/>	Start the engine. Put engines in gear to push boat against trailer (if needed), detach winch hook, and then gently reverse off the trailer (sometimes a push will work).	<input type="checkbox"/>
Avoid wetting the towing vehicle's exhaust pipe, wheels and the electrical connections.	<input type="checkbox"/>	Once the boat and people are clear of trailer the lookout shall signal the driver to exit the boat ramp and park the vehicle and secure. Ensure the tow ball lock in place if trailer removed from vehicle.	<input type="checkbox"/>
Engage handbrake and park in 1 <sup>st</sup> gear (stay in vehicle – if available).	<input type="checkbox"/>	Secure boat or standoff whilst car is parked.	<input type="checkbox"/>
Undo safety chain at bow.	<input type="checkbox"/>	Load crew and proceed on voyage.	<input type="checkbox"/>
Slowly drop engines in preparation for moving it off the trailer.	<input type="checkbox"/>	Log in with Marine Rescue. Contact your safety contact (inform of your launch time/location/planned return time)	<input type="checkbox"/>

# BOAT06: BOAT TRIP LOG AND MAINTENANCE CHECKS

## On the water

Record <b>observed</b> weather conditions here and monitor forecast using marine radio or other as appropriate					
<b>Wind</b>	Speed: Direction:	Time:	<b>Sea State</b>	Height: Direction:	Time: Visibility (m) Temp. <5°C or >38°C ⇒ Abort
This vessel limited to 5 nm from coast Are the local conditions safe?			<input type="checkbox"/> Yes. Coastal must be < 21 knots (Beaufort scale 5) and < 2 m wave height.		<input type="checkbox"/> No ⇒ Abort
Are there any Coastal Wind Warnings issued?			<input type="checkbox"/> No	<input type="checkbox"/> Yes – Abort	

## Record of emergency drills practiced/discussed

Anchor deployment	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Person over board	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Radio operations	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Retrieve unconscious person	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fire Drill	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Life-threatening injury	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Prepare to abandon ship (EPIRB Discussion)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Check mobile coverage	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Return

Position trailer on ramp and prepare winch cable.	<input type="checkbox"/>	Shutdown electrical system by turning off batteries, removing pink battery switches and pulling out keys.	<input type="checkbox"/>
Walk the boat to the back of the trailer and clip the winch cable onto the U-bolt on the hull. Ensure everyone is out of the way and proceed to winch in the boat. Ensure the winch strap is 'not' twisted and winch slowly to ensure the boat sits on the runners/rollers evenly.	<input type="checkbox"/>	Clean the deck of rubbish/debris using the hose available in the shed. The boat, trailer, console and aerial <b>MUST</b> be washed thoroughly with fresh water.	<input type="checkbox"/>
If available drive the boat onto the trailer getting as close as possible to the winch (use a lookout to guide you). Once in position ensure the throttle is revving high to keep the boat on the trailer.	<input type="checkbox"/>	Fit tie-down straps and ensure trailer lights are operational.	<input type="checkbox"/>
ALWAYS be mindful of the engine/propeller on ramp if it is shallow (raise engines to avoid).	<input type="checkbox"/>	Disengage reversing lock on trailer and proceed to drive home (fill with fuel on your way).	<input type="checkbox"/>
Ensure the boat is sitting straight on the trailer and runners.	<input type="checkbox"/>	Fill with fuel on your way home.	<input type="checkbox"/>
Attach safety chain and D-shackle at bow	<input type="checkbox"/>	Check for salt residue when at boat shed and wash console, controls and anchor light with a wet cloth.	<input type="checkbox"/>
Once safely secured drive car and trailer to standing area.	<input type="checkbox"/>	Open ALL hatches, hang ropes to dry out. Lower both engines.	<input type="checkbox"/>
Make contact with your safety contact to inform them you are safely out of the water.	<input type="checkbox"/>	Ensure the trailer brake is OFF (never leave it on in the shed), chock the wheels.	<input type="checkbox"/>
Open bungs to drain any water (clean, dry and store them in skipper's storage).	<input type="checkbox"/>	Return life jackets to the boat (or hang to dry on the clothes line).	<input type="checkbox"/>
Remove all equipment on board.	<input type="checkbox"/>	SOBS vehicle and fuel books filled out (name, date, account code).	<input type="checkbox"/>
Flush engines (using muffs) for 30 secs each – ensure engines are then lifted and on timber supports for transport.	<input type="checkbox"/>	Log book with Engine hours completed and return Boat Trip form to Corrine de Mestre.	<input type="checkbox"/>

I have inspected the vessel & found that the items above are in good working order and the vessel is safe.

**OR**

I have inspected the vessel and **maintenance is required**. Notify Designated Person. *DO NOT USE VESSEL*

Name:	Comments:
Signed:	
Date:	

# BOAT14: CHECKLIST FOR MAARRA USE

The following 'Safety equipment' is carried on board MAARRA

Item	Quantity	Location	Present
EPIRB 403 (406MHz)Water Activated	1	Battery compartment	
Lifejacket PFD Type 1 (inflatable) with lights for coastal, and dusk and night operations.	1 pp (5 on board)	Front console storage	
First aid kit Scale G, or F if more than 6hrs from assistance	1 Grade F	Front console storage	
Fire extinguisher 4.5 kg	1	In tubing behind skippers seat	
Anchor light (detachable)	1	In tubing attached to skippers seat	
Aerial	1	In tubing attached to skippers seat	
Sea Anchor	1	Front console storage	
Spares box with Bunges (2 pairs) etc	1	Skippers Console Locker	
Deck Bilge Pump	1	Front Console Storage	
Basic Tool kit bag	1	In boat shed (put it in car)	
Paddles	2	Port & starboard	
Boat hook	1	Port side of deck	
Flares: Parachute 3: Red 2: Orange: 1	3:2:1	Under Skippers seat	
Battery operated torch	1	Under Skippers seat	
"V" distress sheet	1	Under Skippers seat	
Signalling Mirror	1	Under Skippers seat	
11L fold Bucket with lanyard & Small bailing bucket	1 of each	Under Skippers seat	
Spotlight	1	Under Skippers Seat	
Oil Spill material	1	Under Skippers Seat	
Binoculars	1	Skippers console locker	
Safety and Radio Logbook	1 of each	Skippers console locker	
Whistle	1	Skippers console locker	
Paper Charts and Nautical Publication	NA	Skipper Responsibility	
Sounder (with GPS)	1	Fitted to console	
Sound signal (air horn)	1	Fitted to console	
Compass	1	Fitted to console	
VHF Radio	1	Fitted to console	
Nav lights: port, starboard, anchor	1 set	Fitted to targa	
Life ring and MOB light	1	Fitted to targa	
Radar Reflector	1	Fitted to targa	
Manual Bilge Pump	1	Transom at stern	
Dive Ladder	1	Starboard side collar	
Anchor, chain and line	1	Anchor Locker	
Mooring lines	2	Mesh bags port/starboard	