



The Pre-Use Checklist **MUST** be completed **BEFORE** taking the boat off campus and given to Pauline - **DO NOT LEAVE IN FOLDER**. Questions in regards to these checklists can be directed to Chenae Tuckett or John Statton. **YOU MUST NOTIFY** Pauline immediately if there is an issue with the vessel or trailer.

	Tick when completed	If not completed – problems? Reason? Issue resolved?
Safety Equipment - Check all safety equipment is in date, working (batteries) and in good condition		
<ul style="list-style-type: none"> • Flares (present, in date) • EPRIB (present, in date) • Fire extinguisher (present, in date) • Torches (working) • All-round white light or portable light (working) • 1st Aid kit (present, condition) • PFD (one per person) • Life ring (present) • Marine radio (working) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Vessel Condition and Preparation		
<ul style="list-style-type: none"> • Test GPS and sounder • Dive flag on board if diving • Anchor, rope and shackles are in safe working condition • Automatic and manual bilges both work • Bungs are cleaned and secure in hull • Spare bungs are on board • Engine oil is full • Fuel tanks are full • Auxiliary fuel tank is full (50:1) [2-stroke oil] • 2-stroke oil is on board • Fuel and check fuel card is in boat folder • Check steering • Enter start motor hours into boat log • Start main motor with muffs and water • Start auxiliary motor with muffs and water 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Hrs _____
Trailer Condition and Preparation		
<ul style="list-style-type: none"> • Trailer is secure on car • Jockey wheel is stowed horizontally • Hand brake has been released and flipped over • Remove chocks from wheels • Trailer lights and brakes work • Trailer tyres are in good condition (tread, pressure) • Motor is raised and on a resting block • Boat is secure on trailer - winch, chains, straps • All equipment and load secured before towing • Spare tyre is packed if required • Ensure that winch handle is on board 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

If you damage the boat, trailer or accessories then you are required to take ownership of the damage by notifying Emily or Pauline and you must assist in replacing / repairing the damage.

If you are not confident in completing the forms then YOU MUST SEEK ADVICE.

Signature _____

Date _____

Print Name _____

Contact Number _____



The Pre-Use Checklist form **MUST** be completed **BEFORE** taking the boat off campus and given to Pauline - **DO NOT LEAVE IN FOLDER**

The Post-Use Checklist form **MUST** be completed when the vessel is **RETURNED** to campus and given to Pauline - **DO NOT LEAVE IN FOLDER.**

If you are not confident in completing the forms then **YOU MUST SEEK ADVICE.**

A report must be written up from the mechanic who carries out repairs including mechanic contact information to enable reimbursement of costs to be made. Always remember to get a Purchase Order number from the Procurement Officer (Brad) so that this is quoted on the invoice.

If you damage the boat, trailer or accessories then you are required to take ownership of the damage by notifying Chenae or Pauline and you must assist in replacing / repairing the damage.

Maintenance and some repairs of damage to the boat, trailer or accessories require the authorisation of the Plant Biology management

It may be requested that you pay for damage that occurred during your field trip.

During a long field trip it is advised that you use the checklists to assist with vessel maintenance and preparation for departure for long drives.

These are some items that should be brought to the attention of Pauline or Chenae **immediately. Other issues may occur with the vessel and it is up to your discretion to inform us or use the vessel.**

- Adding oil to the engine
- Steering is stuck, hard to move or shudders while driving
- Expired or damaged safety equipment
 - Flares
 - Epirb
 - Life Ring
 - Lights, torches
- Expired, damaged, used / run out of items from the 1st aid kit
- Difficulty starting the engine

Please note: The following may result in actions being taken against you:

- Failure to complete documentation correctly
- Falsification of documents, or
- Failure to notify management of any issues.

Contacts

Head of School	Gary Kendrick	6488 2541		Gary.Kendrick@uwa.edu.au
DBSO	Warren Starr	6488 5800	0457 835 527	warren.starr@uwa.edu.au
Plant Biology Admin	Pauline Yeung	6488 2545		pauline.yeung@uwa.edu.au
PB Vessel maintenance	Chenae Tuckett	6488	0447 050 388	chenae.tuckett@research.uwa.edu.au