

W & A ENTERPRISES LIMITED

Boat Operation Audit

Skipper:.....**Crew:**.....

Date:.....**Boat:**.....**Trip(s) audited:**.....

Auditor:.....**Signature:**.....

MARKS: 1. Poor, 2. More care needed 3. Average 4. Good operation 5. Excellent operation

OPERATION	MARK	COMMENTS
1. Boat preparation -Access & power disconnection WH -Mobile radio brought on board -One of Skipper/Crew with mobile 'phone -Pole & boathooks -Fire extinguishers -Life buoys -Bilge check/pump-out -Toilet empty or sufficient tank space for trip -Check other equipment -Rubbish bin empty -Cabin cleanliness for passengers		
2. Skippers to check -Engine oil (JJ and JS only) - Stern Tube Greaser - PA system working -Start log book entry -Any Special Instructions – sign		
3. Crew Briefing -What trip or trips will be done -Locking plan -Where they are to be situated on board -Winding - what is required of crew -Pick up and drop off at locks -Special requirements eg WH Lift reqd. -Who will collect fares if required -Are refreshments to be sold -If any selling required, who will do it		
4. Boarding Passengers -At least one crew standing by at entrance -Assistance given to those who need it -Boarding in good time for departure -Operating lift. WH		

<p>5. Passenger Briefing</p> <ul style="list-style-type: none"> -Welcome / trip -Safety procedures -Way to exit boat -Person in water – life buoys -Heads & hands outside boat -Garbage disposal -MCA Notice 		
<p>6. During the trip</p> <ul style="list-style-type: none"> -Depart on time -Crew positions -Watching for heads & hands outside -Interaction with passengers -Collecting fares -Serving refreshments 		
<p>7. Boat Handling</p> <ul style="list-style-type: none"> -Speed / wash -Lock entry / exit -Winding -No bumps or bangs -Use of bow thruster -Berthing 		
<p>8. Locking Down</p> <ul style="list-style-type: none"> -Gates / paddles closed -All padlocks removed -Skippers signal to open paddle -Lock keepers attentiveness during locking -Ropes never made fast during locking -Engine stopped (ZK, JJ & JS) -Paddles closed on completion 		
<p>9. Locking Up</p> <ul style="list-style-type: none"> -Gates / paddles closed -All padlocks removed -Skippers signal to open paddle -Paddle to half only -Skippers signal for full opening -Boat surge control -Lock keepers attentiveness during locking -Engine stopped -Paddles closed on completion -Upper gates closed (and locked) if last trip 		
<p>10. Paperwork</p> <ul style="list-style-type: none"> -Log book completed correctly -Boat daily return completed correctly, -Cash float left -Anything major to report -Any accidents to report 		

11. Boat close-up -Toilet to be emptied/pumped out -All loose gear locked away -All windows and hatches closed -Battery keys 'OFF' (ZK,JJ,JS) -Lift power key 'OFF' (WH) -Mooring ropes in engine room -Pole & boat hooks in cabin -Tighten Stern Tube Greaser -Power supply to WH reconnected -Check vent fans running (WH) -Final locking up of boat -Keys and radio returned to the shed		
TOTAL At least 44 marks to be attained		

Particular points to be noted:

Skippers comments:

Crews comments:

Signed:.....Skipper

.....Crew

.....Crew