

## **Alba Volunteer Hand Back Check List**

Skippers returning vessel should contact the marina office on channel 80 or by phone 01475 521485 and ask where the vessel should be berthed.

### **Deck**

- Sail cover on
- Halyards frapped /lead forward
- Spray Hood up
- Vessel securely berthed and fendered
- Ensign below
- Winch handles below
- Deck washed down with fresh water
- Instrument covers on

### **Consumables**

- Main water tanks filled
- Emergency water changed
- Gas off at bottle
- Diesel – leave if weekend charter.
- Diesel- Top up if out for week – half tank is 18Litres

### **Galley and lockers**

- All food removed from vessel
- Cooker/oven/fridge cleaned
- All surfaces cleaned and wiped down

### **Heads**

- Cleaned

### **Electrics**

- Connect shore power
- Switch batteries to both
- Switch on battery charger

## **Admin**

- Log end of voyage with duty Officer
- TR closed with Coastguard
- Log book updated
- Record all defects in defects book
- Incident reports complete
- Return boat Keys to Kip Marina Office

*s/volunteering/small boat charters/alba volunteer/hand back*