

Alba Volunteer Handover Checklist

This checklist must be completed as part of the handover to new Skippers before going to sea. A full hour and a half should be allocated to the handover (longer if required).

Below Decks

1. Location and Operation of Safety Equipment . Stowage Plan.

- Life Jackets and Harness strops TPAs
- Torches and spare batteries
- Fog horn
- Fire Extinguishers and Fire Blanket
- Gas Alarm and Smoke Alarms Carbon monoxide alarm
- Gas Solenoid and Bottle – skipper to change bottle
- Bilge Pumps
- Bolt Croppers

2. Engine

- Battery Switch on 1 and 2 when engine running. On 2 if engine off. If fails to start on 2 Change to batt 1 **CHECK BATTERY CHARGER OFF BEFORE STARTING**
- Fuel Cut Off
- Cooling Water cut off and how to clean filter
- Engine Start
- Engine Checks including oil , gearbox oil different from engine oil
- Engine Spares and Tools
- Diesel Filler
- Spare Diesel Discuss where gauge is. If half full needs about 18 litres diesel

3. Instruments

- Master switch small push button on electric panel
- Draft of boat (1.8m)
- Echo Sounder reads from bottom of keel . check with leadline.
- Chart Plotter (Datum set to WGS84?) Operation , Radar, AIS
- Operation of heater.
- Operation of Fridge

4. Electrics Panel

- Nav Lights (side lights, stern light, steaming light, tricolour, anchor light)
- Interior Lights
- Battery monitoring and charging. Operation of Battery Charger

5. Plumbing and Seacocks

- Location of all Seacocks and Skin Fittings
- Bilge Pumps
- Water tanks

6. Charts and Publications

- Chart Folios
- Pilot Books
- Log Book
- Passage Planning Book
- Maintenance Log and Defects Book
- Ships Manual including ships papers/certificates/Manuals/Inventory
- Stability Guidance Booklet

7. Procedures for entering and leaving Greenock channel

- Radio Communication with Estuary control
- Sailing in the buoyed channel

8. Safety Management

- Risk Assessment
- Safety Briefing Checklist (accidental gybe, danger zone at front end of cockpit, risk from hatches left open, risk of aft cockpit hatch falling if not clipped open. Gas escape
- MOB Drill and Fire Drill
- Safety Reporting (TR, Duty Manager)
- Safety Notices
- On-Board Emergency Response (MOB, Fire, Collision, Grounding, Medical Casevac)
- Shore-side emergency response and incident support
- Engine Failure and Steering Failure
- Area of Operation
- Telephone numbers for staff/help
- Yellow Brick tracking switch on
- Inventory
- Incident reporting

On Deck

- Liferaft and method of launching
- Liferings, lights and danbuoy

- Jackstays
- Gas Solenoid and Bottle
- Flares
- Setting and reefing all sails use of winches
- Bilge pump
- Epirb

Anchor

- Prepping and Securing Anchor
- How to safely pay out anchor rope check
- Chain Markings
- Anchor Ball and Anchor Light

Engine

- Demonstrate starting and stopping **BATTERY CHARGER**

9. Return of Vessel and Handover

- Please return with full water tanks and replace spare gas cylinder if used
- Remove all food and personal effects
- Please repair any defects that you are able to during your charter
- Ensure you log any defects that you were unable to fix in the defects log
- Hand-back Checklist

Signed Handover/Briefing agent

I confirm that I have had a Handover Brief as above.

Skipper