

VESSEL PRE-DEPARTURE SHEET

VOYAGE CHECKLIST <i>Undertaken By :</i>					
BOAT	Pre	Post	TRAILER	Pre	Post
Boat Sound			Winch Secured		
Motor Functional			Motor Supported		
Boat Keys			Boat Strap Secured		
Nav Lights Operational			Safety Chain Secured		
Sufficient Fuel			Spare Wheel Secured		
Oars (1.2m)			Wheel Brace		
Bungs (+ spare)			Winch Handle		
Bilge Pump Operational			Trailer Brakes		
Life Jackets (how many)			Trailer Lights		
VHF Radio *			Trailer Tyres / Bearings		
Anchor (Check Rope)					
Liquid Damped Compass *			EXTRAS		
Relevant Navigation Chart *			Mobile / Sat Phone		
Registration Certificate			Drinking Water (EXTRA)		
Emergency Documents			Dive Flag (600 x 750mm)		
GPS / Sounder			Oxygen Kit & Cylinder		
Engine Start Hours :			PERMITS		
SAFETY KIT			Binoculars		
EPIRB *			Spares / Tools		
Flares (Check Expiry Date)			Compound Key		
Fire Extinguisher			Air Pump (Inflatables)		
Fire Bucket & Lanyard			Repair Kit (Inflatables)		
First Aid Kit			Fuel Card		
V Sheet			Spare Engine Functional		
Signalling Mirror			Isolation Switch (on / off)		
Waterproof Torch (operable)					
(*not applicable to smooth water trips)					

VESSEL INDUCTION / SAFETY BRIEFING			
Safety Equipment	Location and Use	Weather	Expected conditions
Communication	Radio/Phone	Injury	Safety Procedure
Master Incapacitated	Safety Procedure	VHF Use	Working Channels
Life Jackets	Location and Use	Fire	Fuel Shut Off Location
Emergency Contact	Who? and How?	Vessel Stability	Storage & Movement

Vessel Induction Conducted			
Date	Name	Signature	Organization

Emergency Drills Performed	POB / FIRE / ADVERSE WEATHER / COLLISION GROUNDING / ABANDON SHIP / FLOOD / MEDICAL	TIME :
Comments / Problems / Improvements		

VESSEL LOG & HIRE SHEET

Vessel:			Registration #:			Trip Logged: Yes / No		
Start Date:			End Date:			Days:		Nights:
Tow Vehicle:						Rego:		
Use: Research / Teaching / Other			Operational Area:			Point of Departure from Shore:		
Day 1	Departure time:		Return time:		Weather:		Seas:	Wind:
Day 2	Departure time:		Return time:		Weather:		Seas:	Wind:
Day 3	Departure time:		Return time:		Weather:		Seas:	Wind:
Day 4	Departure time:		Return time:		Weather:		Seas:	Wind:
Day 5	Departure time:		Return time:		Weather:		Seas:	Wind:
Day 6	Departure time:		Return time:		Weather:		Seas:	Wind:
Activities:	Diving / Snorkelling	Live Sample Collecting	Sampling Water	Core Sampling	Electronic Monitoring	Line Fishing	Trawling Plankton Tows	Other
Master / Crew:				Master Signature:				
Incident Log		Date:		Time:		Location:		
Description:								

Damage / Defects / Faults

Item	Problem / Fault Description				
Engine Hours		Total Run Time:		Fuel Replaced	Yes / No
Engine Hours (PORT or SINGLE)	Start:	Stop:	Engine Hours (STARBOARD)	Start:	Stop:
Vessel & Trailer Washed?		Yes / No		Engine(s) Flushed?	Yes / No
Hire	Hours	Fuel	Other Hire	Sundry	TOTAL CHARGES
\$	\$	\$	\$	\$	\$
Charge Code:	_ _ _ _ / _ _ _ _ / _ _ _ _			Authorised by:	