

**UNIVERSITY UNDERWATER CLUB**  
**SKIPPERS CHECKLIST – PREPARATION**  
**as at June 2005**

**PRE CLUBROOMS & CLUBROOMS**

- Get list of divers from Dive Coordinator
- Check weather report - is it suitable?
- Boat bag – check contents
- Keys - both truck and boat
- Parking Pass
- Log Book
- Fuel Card
- FPS
- Dive Site File
- Check divers experience
- Load truck and check that sufficient tanks are loaded
- Advise time and place to meet

**FSC**

- Re-assess the weather once at FSC – is it different to what was forecast? Is it suitable to go diving?
- Collect divers and gear.
- Ensure all divers leave their cars inside the first set of gates at the FSC
- Ensure a high standard of conduct is maintained at all times while in FSC. Do not let people ride on the back of the truck.
- Drop the divers and gear off near the boat ramp and get them to begin setting up their gear. Explain the procedure of retrieving and launching the boat.

**OUTSIDE BOAT PREPARATION**

- Shackle trailer to truck
- Stow jockey wheel
- Remove chocks.

**INSIDE BOAT PREPARATION**

- Battery on - out on 1, back on 2
- Check oil
- Raise motor
- Check fuel
- Select front (main) tank
- Prime fuel line
- Install echo sounder
- Install GPS
- Ensure aerials are up
- Check charts
- Check safety gear - radio, lifejackets, EPIRB, flares, fire extinguishers, first aid barrel, O<sub>2</sub>
- Fill water bottle
- Fill out log book - date, names, engine hours and fuel
- Get dive site file and diver log book out
- Ensure front and rear ropes are ready for use at the ramp
- Raise ladders

**LAUNCH BOAT**

- Coordinate launching assistance
- Release winch & shackle
- Back boat into the water
- Launch
- Engine down
- Move boat to convenient loading point
- Park trailer
- Display parking pass

**BEFORE DEPARTURE:**

- Ensure all divers are present and in buddies
- Fill in log book
- Select suitable dive sites
- Log in with FSC on radio
- Refuel if necessary
- Boat safety briefing (see notes)

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**SKIPPERS CHECKLIST – DRIVING AND DIVING**  
**as at June 2005**

**GETTING TO THE DIVE SITE**

- Log in to FSR – Fremantle 335, Marine and Harbours number, # people, fuel, destination, ETA, next radio contact
- Make decision on first dive site based on wind and waves, diver experience, current weather and weather for second dive etc etc
- Plan your trip – determine the route, and consult the chart so that you are aware of any hazards, obstacles etc that may be encountered on the way
- Program the route into the GPS to get to site
  
- Travelling along - Adjust the speed slowly, avoid rapid changes of speed and direction. If the boat is “banging” on waves, then slow down
- Keep the trip comfortable, reduce speed to suit people and conditions
- Keep an adequate lookout in all directions – other boats, dive flags, lobster pot floats etc
  
- Obey direction markers and speed signs
- Give other boats a wide berth – it’s a big ocean, don’t be afraid to use it!

**AT THE DIVE SITE**

- Locate the site - show familiarity with GPS, sounder & charts
- On approach, nominate deck hands and give instructions regarding tie-off of anchor, when to drop, etc
- Drop sounder transponder
- Choose anchor site and anchor securely – make sure the anchor rope that is let out is adequate, and that it is tied off properly
- Be prepared to reset anchor if required - delegate first diver group to check anchor on bottom
- Check that mermaid line is out, dive flag is up and ladders down
- Give dive site briefing (see notes)
- Delegate someone to log divers in
- Determine dive order (ensure that the pair nominated to get in first are competent to handle boat when skipper is diving)
- Call FSR – arrival, length of time at site and next call in time

**FIRST DIVE**

- Ensure that divers are logged in and out on the log sheet
  
- Ensure person on boat keeps an eye out for drifting divers or divers having difficulty making it back to the boat
- Help or delegate someone to help divers get in and out of the water safely
- Ensure gear is stowed securely upon return
  
- Ensure tank is changed over (if appropriate) with dust covers off empty tanks
- Ensure gear is stowed securely as soon as possible on diver return
- Check sizes of catch, remember boat and bag limits
- Log divers’ return times, max depths and air out
- Retrieve anchor carefully – if required, send divers down to retrieve anchor, don’t use brute force
- Call FSR with details of next leg of journey

**LEAVING THE SITE:**

- If this is ‘halfway’ for the outing, switch to battery 2.
- Plan next dive site if appropriate based on weather, what people want to do, depth (remember your profiles) etc.

**ON RETURN FROM DIVE**

- Sign in all the gear – don’t just tick off the numbers, make sure gear is returned washed down and in good condition.
- Fill some tanks if you can.
- Thank those who have helped unload.
- Check that truck is empty of all personal belongings and dive gear
- Park and lock the truck, put its keys in the boat bag and return the bag to the club rooms.

**UNIVERSITY UNDERWATER CLUB**  
**SKIPPERS CHECKLIST – AFTER THE DIVE**  
**as at June 2005**

**ON RETURN:**

- Log off with FSR (thank them)
- Refuel if necessary
  - Receipt in boat bag
- Pack echo sounder away
- Pack GPS in boat bag
- Fill out log book

**AT RAMP:**

- Retrieve truck
- Raise motor
- Load boat onto trailer

**AT WASHDOWN:**

- Organise divers so that everyone is doing something to help out (see example below)
- Lower engine
- Empty bilges
- Washdown inside
- Washdown outside
- Washdown motor
- Washdown curtains and stow in locker
- Flush cooling system
- Stow charts
- Stow winch handle under the truck seat
- Stow hose in wet box
- Stow engine ears in wet box
- Stow rear cushion
- Raise engine
- Lock front & rear lockers (check that nothing is left inside)
- Remove keys
- Remove logbook
- Remove boat bag
- Make a note of anything that is broken or needing repair and advise the equipment officer

**AFTERWARDS:**

- Return to boat bag:
  - Keys
  - Pass
  - Logbook
  - Fuel Card
  - GPS
- Return boat bag to clubrooms.

**AT HARDSTAND NUMBER 63:**

- Lower Engine
- Battery off
- Drain boat
- Replace chocks
- Check nothing loose

<b>Team 1 – washdown:</b>	<b>Team 2 – in boat:</b>
Boat exterior including curtains.	Pass down dry bags, gear bags, any loose items.
Trailer and truck undercarriage (if immersed during launch or retrieval) – especially brakes, wheels and springs.	Pass down tanks, BCs and regs for washing.
	Place seats upright in underseat boxes.
	Wash down boat interior.
Engine.	Stow curtains.
	<b>Team 4 – Gear wash:</b>
<b>Team 3 – Gear packing:</b>	Lay tanks, BCs and regs along kerb.
Get gear bags and dry bags from boat, place on back of truck.	Rinse tanks and regs.
	Fill BCs, rinse, empty, partially re-inflate.
Assist in loading tanks etc into truck.	Load club gear into truck.