

# **University Underwater Club**

## **Apprentice Skipper's Log Book**

**Name** \_\_\_\_\_



This log book is designed to help all apprentice skippers become skippers by providing an outline of some of the core tasks that a skipper must be able to perform as a regular part of taking the boat out.

Skippering the boat requires a wide range of skills – skippers are responsible not only for themselves but for all the other people on the boat as well as the boat itself.

This log book outlines some of the core tasks that a skipper performs on an average dive day out to Rotto or Carnac, but also applies to the general skills needed for skippering on all club trips.

Apprentice skippers need to demonstrate they are competent in doing the tasks as well as being able to handle the boat in all conditions before they will be considered for approval as a skipper.

Once an apprentice skipper has gained experience and demonstrated that they are competent at consistently completing a particular task without instruction, a skipper will sign them off. This process may take a while - you need to show that you will be capable of reliably undertaking each task under all circumstances – not just once.

Once all tasks have been signed off by two skippers, and the apprentice has shown they can competently handle the boat in all conditions, the committee will consider the apprentice for approval.

The log book section is designed to help apprentice skippers keep a record of their progress. Each time you go out, fill in a log giving details of the conditions, tasks you completed, instructions for improvement and then discuss it with the skipper.

The log book is the apprentice skipper's responsibility. You need to take it with you on each dive and get the skipper to sign the relevant sections.

## PRE CLUBROOMS & CLUBROOMS

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

**Name**

**Date**

***Skipper 1:***

***Skipper 2:***

## 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 and that FSC directives are followed. Our access to FSC is a privilege that we value very highly and will only retain through exemplary behaviour. 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.

**Name**

**Date**

***Skipper 1:***

***Skipper 2:***

**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 – we usually only use the back tank around Rotto
- Prime fuel line
- Install echo sounder
- Install GPS
- Ensure aerials are up
- Check charts
- Check safety gear
- 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 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

**Name****Date*****Skipper 1:******Skipper 2:***

**BEFORE DEPARTURE:**

- Ensure all divers are present and in buddies
- Fill in log book
- Select suitable dive sites – consider swell, sea, wind, diver experience, sea breeze, weather change, etc
- Log in with FSR on radio – know what you need to say before getting on the radio
- Refuel if necessary
- Boat safety briefing (see notes)

**Name****Date***Skipper 1:**Skipper 2:***GETTING TO 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
- Constantly assess the weather and change your plans or turn around if need be
- Travelling along:
  - Adjust the speed slowly, avoid rapid changes of speed and direction. Slow down if necessary.
  - 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!

**Name****Date***Skipper 1:**Skipper 2:*

**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 up and ladders down
- Give dive site briefing and dive safety brief: - \*\* air, buddy breathing, current, signals
- Delegate someone to log divers in.
- Determine dive order (ensure that the pair nominated to get in first are competent to handle the boat when the skipper is diving)
- Radio into FSR to say that you have arrived at dive site, and advise when you will be calling in next etc

**Name****Date*****Skipper 1:******Skipper 2:*****FIRST DIVE:**

- Check that divers are logged in and out on the log sheet
- Ensure someone keeps a watch 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 as soon as possible on diver return
- Ensure tank is changed over (if appropriate) with dust covers off empty tanks.
- Ensure that any crays, abs etc are measured and keep an eye on bag and boat limits
- Retrieve anchor carefully – if required, send divers down to retrieve anchor, **DON'T USE BRUTE FORCE**
- Radio FSC before moving off if required
- If this is 'halfway' for the outing, switch to battery 2

**LUNCH:**

- Choose lunch destination
- Moor boat successfully (being aware of other people and other boats)
- Advise divers of time of departure from lunch

**SECOND DIVE:**

- Choose the second site carefully based on what the people on the boat want to do, depth, weather etc
- Follow all the points in *First Dive* above

**Name****Date*****Skipper 1:******Skipper 2:***

**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
- Empty bilge

**AT WASHDOWN:**

- Organise divers so that everyone is doing something to help out
- Lower engine
- Empty bilges
- Washdown inside
- Washdown outside
- Washdown motor
- Washdown curtains and stow in front 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)
- Lock front locker (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

**AT HARDSTAND NUMBER 63:**

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

**Name****Date***Skipper 1:**Skipper 2:*

**ON RETURN TO CLUB ROOMS**

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

**Name****Date***Skipper 1:**Skipper 2:***LEADERSHIP:**

- Show leadership
- Divers understand what is required of them
- Divers follow your direction
- Divers understand safety procedures and dive site information

**Name****Date***Skipper 1:**Skipper 2:*



**General Boat Driving and Truck Driving Skills: Each point can be signed individually. There is some deliberate duplication with the sections above.**

<b>Boat Driving Skills:</b>	<b>Skipper 1</b>	<b>Skipper 2</b>
• Preparation of boat and truck for travel		
• Parking boat at jetties and mooring		
• Launching and retrieving ** also launch at another location (other than FSC) - make decisions about launching, tides, recovery options and navigation other than around Rotto		
• Driving in a range of conditions: light seas, heavy seas, following sea, shallow water etc split this up		
• Correct use of power tilt/trim and balance boat		
• Show knowledge of engine warning noises		
• Show familiarity with the use of charts, planning voyages, assessing ocean conditions and reading markers etc		
• Use GPS (MOB, go to and store wpts) and sounder		
• Show familiarity with navigation around Rotto and to and from Rotto and other local areas such as Carnac		
• Use of radio and radio procedure (a license is required to use VHF), emergency radio procedure		
• Demonstration of general people skills - articulation of clear instructions, communication with people about their dive preferences etc		
<b>Use of Safety Gear etc (initials can be put next to individual items):</b> <i>demonstrate that you are able to use all of the following gear:</i>		
• Radios, EPIRB, life jackets, fire extinguishers, first aid kit, oxygen, flares		
• Sea anchor, mounting and use of auxiliary engine, changing the prop (nut and thrust washer etc)		
<b>Refuelling:</b>		
• Log book		
• Berthing		
• Card, pin number		
• Fuelling safety (all divers must move off the boat while refuelling)		
<b>Use of Log Book:</b>		
• Number of divers & names, fuel initial, fuel final, trip destination, fuel added (if any), engine hours initial and final		

<b>Truck Driving Skills (optional but preferred): (To be a truck driver that tows the boat you must be approved by the committee and must have a B or C class license)</b>		
• General truck driving skills, reversing etc		
• Use of exhaust brakes		
• Towing, launching and retrieving of boat (at FSC and elsewhere)		
• Parking/reversing boat		
• Towing outside FSC in metro area - negotiating narrow streets etc		
• Towing in the country at speed		
• Preparation of boat and truck for travel		
• Knowledge of oversize permit - towing requirements/regulations, signage, flashing light etc		
• Correct hookup and use of trailer brakes		
• General maintenance - tyre pressures 65 psi (truck and trailer), wheel bearings/grease, spare hub, spare tyres, jack, items in truck box		

*Log Book of Experience*

**Date:**

**Dive Location/s:**

**Weather / Sea Conditions:**

**Comments:**

**Skipper's Signature:**

**Date:**

**Dive Location/s:**

**Weather / Sea Conditions:**

**Comments:**

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*Log Book of Experience*

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