

Appendix II

Boat Operating Checklist

Before departing the facility, complete the following:

1. Crank the motor prior to leaving the facility. After cranking the motor, make sure the key is in the off position so not to drain the battery.
2. Check the lower unit for any fluid leaks
3. Check the prop for any items that may be wrapped around it.
4. Check the boat fuel container if possible for leaks, cap and vent. Also, when you fill the fuel tank, add a stabilizer like Seafoam or Stabil.
5. If the boat is a 4-stroke or 2-stroke check the oil and make sure you have the appropriate oil in the boat for the engine on that boat.
6. Make sure you have a safety kit for the boat. This kit should have flares, whistle/horn, hand cleaner, markers/pencil, assorted fuses, flashlight, funnel, phone list for assistance if needed and a first aid kit.
7. You should carry a tool box for repairs (assorted wrenches, screw drivers, pliers, electrical tape, grey tape, allen wrench set, battery terminal cleaner, rope, silicone, trailer light bulbs, wire ties and a hammer).
8. Make sure you have a lifejacket for everyone that will be on the boat and 1 throwable.
9. Check that you have a fire extinguisher and that it is up to date.
10. Make sure that you have secured all loose items on the boat.
11. Make sure you have a copy of the boat and trailer registration (LAKEWATCH keep the registration in a waterproof tube tied to the boat by the ignition).
12. Make sure that you have filed a Float Plan.
13. Check the weather.
14. If diving operations are to take place, make sure of the following:
 - i. Approved dive plan is in place, and all divers are on that dive plan
 - ii. Emergency Action Plan is available
 - iii. Emergency oxygen is available in case of the dive accident

At departure site:

15. Make sure that the boat drain plugs are in place.
16. Make sure all boat straps and the winch cable have been removed from the boat.
17. You may load some gear onto boat before launching.
18. Ready lines for launching.
19. Launch the boat.
20. Lower and then start motor.
21. Check the motor for proper function.
22. Move boat to dock (if available) to complete the loading of gear and crew onto the boat.
23. Make sure all electronics (radio, GPS, chart plotter, etc.) are functioning properly.
24. Boat operator should orient all passengers to the safety features of the boat and any special rules of the boat.

Underway:

25. Use of PFD is up to the units, but it is highly recommended that all passengers wear one, especially while the boat is underway.
26. The boat operator is responsible for the safety of the boat and the passengers and thus should continuously monitor the weather and be aware of everything that is happening around them.