

# Eastcote Sub Aqua Club Coxswain Pack

## Coxswain's Pack

The Coxswain's pack should contain the following items. Please report missing items to the Boat Officer. The packs are held by the Boat Officer and are the responsibility of the Coxswain whilst on a trip.

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## Do you have this as a minimum on board?

- First aid kit (in watertight container, on RIB A-frame)
- Oxygen kit
- Flares (in watertight container, on RIB A-frame)
- Tools and spares kit (in watertight container, on RIB A-frame)
- Suitable anchors, shots, lines and buoys
- "A" flag
- Bailer
- Paddles
- Air pump for tubes
- Full Spare fuel container

## Do you have this as well?

- Coxswain's Pack
- Spare 2-stroke Pre mixed fuel for Scrappy only
- Spare wheel
- Jack and tools to replace wheel. (inside watertight container on RIB A-frame)



# Ealing Sub Aqua Club Boat Rules

Eastcote Sub Aqua Club's RIB's are the most valuable asset the Club owns. The purchase of the boats was the result of a lot of effort by many Club members over a number of years. As such they must be looked after at all times and used in accordance with the rules given below.

The use of the boat should be considered a privilege; it is by no means a right of Club membership.

In order to reduce the risk of accidents and ensure safe boat diving, a number of [Rules](#) should be followed. In addition to these, [Operational Procedures](#) have been developed to remind Club Coxswains and Boat Handlers of the necessary actions needed to reduce the risk of boat damage whilst on dive trips, and to ensure ongoing, essential maintenance is undertaken, reducing the risk of boat failure whilst on a trip.

## Boat Rules

The Rules are divided into the following sections

- [Summary of Club Boat Rules](#)
- [Responsibilities of the Boat Officer](#)
- [What is a Club Coxswain?](#)
- [What is a Club Boat Handler?](#)
- [Responsibilities of Coxswains and Boat Handlers](#)
- [Trainee Boat Handlers](#)
- [Keeping up to date](#)
- [Booking a Boat](#)
- [Towing the Boats](#)
- [RIB Dive Charges](#)
- [Damage to Club Boats](#)
- [Emergency repairs](#)



## Summary of Club Boat Rules

- All users of the Club RIB's need to read and understand the full set of Rules and Operational procedures. if YOU are not clear on something, YOU must ask.
- Dive Officer's approval is required at all times to use a Club RIB.
- Only a Dive Marshal or current Club Coxswain will be permitted to make a [Boat Booking](#) for either of the boats.
- A Club Coxswain or a Club Boat Handler must be in the boat at all times when it is at sea. A list of current Club Coxswains and Boat Handlers will be kept by the Boat Officer, and published on the web site and the notice board
- The boats must be correctly washed down as soon as practically possible after the dive trip. Boat equipment and keys must be returned to the Boat Officer at the earliest opportunity and in any event by the Thursday following the dive.
- Any damage/loss/equipment failure on the boat must be reported at the first possible opportunity to the Boat Officer.
- Any boat incident must be reported immediately to the DO, in the same way as any diving incident.
- When the trailer is left unattended, it is responsibility of the person towing the boat to ensure that the trailer hitch lock and engine padlock are in place, and that all loose items in the boats, removable electronics, Oxygen kit, etc. are secured against theft.

Failure to comply with any of the Rules may result in the Club member being suspended from using the boat, until further notice from the Committee.

## Responsibilities of the Boat Officer

- The Boat Officer shall be elected annually at the ESAC AGM, and report to the committee and the Diving Officer.
- The Boat Officer is responsible for all aspects of the boats and the boat yard, including procurement and maintenance of all boat equipment.
- The Boat Officer will maintain an up-to-date list of Coxswains and [Boat Handlers](#). Additionally, any boat handling trainees should be notified to the Boat Officer.
- The Boat Officer will ensure that all Coxswains and Boat Handlers are aware of these [Rules](#) and are familiar with the boat [Operational Procedures](#). Current versions of these will be maintained on the Club web site and within the coxswains pack; any revisions will also be circulated in 'What's Bubbling'.



## What is a Club Coxswain?

- You may qualify as a Club Coxswain in either of two ways:

You must have successfully completed a BSAC Diver Coxswain assessment using ESAC boats.

OR

You must have attended a BSAC Boat handler course, or similar, and have a minimum of one years, boat handling experience with ESAC. (which should include all aspects of boat transport, launching, recovery, use at sea and washing down) You must prove your competent in all aspects of the use of the boats to the Diving Officer.

- Additionally, you must hold a GMDSS short-range radio operators certificate.
- The Diving Officer appoints this position annually.

## What is a Club Boat Handler?

- Those who have attended a BSAC Boat Handler course, or similar, will be known as a Club Boat Handler.
- Additionally, you must hold a GMDSS short-range radio operators certificate.
- The Diving Officer appoints this position annually.
- A Club Boat Handler can take the duties of a Club Coxswain after a *minimum* of one years experience with ESAC RIBs. This will ensure that new members that join the branch who are already Boat Handlers become familiar with the specifics of ESAC boats and associated equipment.

## Responsibilities of Coxswains and Boat Handlers

- It is the [Club Coxswain](#)'s responsibility to ensure the boat is safely prepared for towing and the day's event. The Club Coxswain should also ensure that all the necessary boat equipment is stowed. It is not necessary for the person towing the boat to be a Coxswain, but they must be familiar with the legal requirements regarding towing. (Persons who first passed their driving test on or after 1 January 1997, or who have renewed their licence after 1 January 1998 may not be allowed to tow trailers of any size, unless they have attended the governments additional towing qualification)
- A Club Coxswain must be present when the boat is launched into and recovered from the sea.
- A Club Coxswain or a [Club Boat Handler](#) must be in the boat at all times when it is at sea. Where there is more than one qualified Coxswain aboard, a single Coxswain should be nominated, by the Dive Marshal, as being in overall charge of the boat. It is the responsibility of the nominated Coxswain to specify who is in charge of the boat in their absence.



- Following a dive trip it is the responsibility of the Dive Marshal to return the completed [Boat report](#), the Coxswain's pack with boat yard keys and any boat equipment borrowed. These are to be returned to the Boat Officer at the earliest opportunity and in any event by the Thursday following the dive.
- It is the responsibility of the person in charge of the boat (i.e. the Coxswain or Boat Handler) to ensure that the boats are operated in a safe manner. This will include adherence to these Rules and observance of the [Boat Operations Procedures](#).

### **Trainee Boat Handlers**

- People who wish to train as Boat Handlers may do so under the instruction of a Club Coxswain.
- Where a Trainee Boat Handler is under tuition; they shall not be left in the boat without a Club Coxswain being present.
- Any boat handler training should be entered onto the [Boat Report](#) form, and will be monitored by the Boat Officer for trainee development.

### **Keeping up to date**

At the start of every season, all Club Coxswains and Club Boat Handlers **must** attend a refamiliarisation session. This will allow them to refamiliarise themselves with the Club RIBS, the boats equipment and update themselves on seamanship best practice. The Boat Officer will recommend a member's level of competency to the Diving Officer.



## Booking a Boat

- The Boat Officer will maintain a list of Boat Bookings. People wishing to use a Club boat must book the boat in advance with the Boat Officer.
- The following information will be required to book a Club Boat: Name of the Dive Marshal, date of trip, destination of trip. The name of the Club Coxswain responsible for the Boat will also be required prior to the day.
- Only a Dive Marshal or current Club Coxswain will be permitted to make a Boat Booking for any of the boats.
- Diving trips take precedence over all other types of boat use. If a boat has been booked for a non-diving trip, any subsequent request to utilize the boat for diving purposes takes precedence. The Boat Officer will notify any parties so affected. Official Club boat training (such as a BSAC boat handling course) will be considered to be a diving trip. Individual boat handling practice counts as a non-diving trip.
- It is the responsibility of the Dive Marshal to collect all boat fees, and boat/towing petrol receipts, and pass them on to the Club Treasurer. Boat charges will be collected on the day of the dive.

## Towing the Boats

- It is the responsibility of the person towing the boat to ensure that the trailer lock is in place **at all times when the trailer is left unattended**. This includes when the boats are in the boatyard. **This is a condition of our insurance and must be adhered to.**
- Persons who first passed their driving test on or after 1 January 1997, or who have renewed their licence after 1 January 1998 may not be allowed to tow trailers of any size.
- All members towing any of the Club boats must ensure they are insured to do so.

## RIB Dive Charges

- The cost per dive for using the boats is as published annually.

This charge covers:

- Maintenance costs
- Boat running costs
- Boat petrol costs
- Boat replacement costs

Additional costs may include:

- Boat Transport costs
- Boat Launch Fees
- Boat and trailer Parking Fees



These additional fees are distributed equally amongst the party and are payable to whoever incurs the expense.

To cover the above costs the dive organiser will collect all monies, from all divers on the day of the dive. These will be handed to the Club Treasurer who will calculate the cost of the days diving and give a refund, (or funds kept on account towards future subscription charges), to divers on a subsequent club night.

### **Damage to Club Boats**

- All faults and observed potential faults must be reported on the [Boat Report](#) and directly to the Boat Officer as soon as possible, so that they can be checked and repaired before any further damage occurs.
- Following discussions with the Boat Officer, those who have damaged the boat must make every effort to repair, or be available to repair, the boat.
- If the boats and/or boat equipment sustain damage during a trip it is the responsibility of the Coxswain in charge of that boat to inform the Boat Officer of the nature of the damage and the circumstances causing the damage.

### **Emergency repairs**

- Expenses incurred as a result of emergency repairs without the approval of the Boat Officer may be the responsibility of the members of the diving party. However, where these expenses are reasonable, the Boat Officer will approve reimbursement. Any dispute will be referred to the Committee for a final decision.
- When boat, trailer or other equipment damage has occurred it is the responsibility of those in charge of the boat at that time to assist in the repair of the damage. Repairs will need to be carried out in full knowledge of the boat officer and prior to the next boat booking.



# Ealing Sub Aqua Club Boat Operating Procedures

## Operational Procedures

This document has been prepared to remind Club Coxswains and Boat Handlers of the operational procedures for our most valuable assets, the Club RIBs. It can be used before the start of the dive season or before a dive trip. It can also be used by those under training to familiarise themselves with the Club Boats although it cannot, in any way, replace the practical training and experience needed to become fully competent at preparing and using the boats.

These pages are designed to be helpful. Please let the Boat Officer know if you see any way they can be improved.

- Pre-day preparation
  - [Book](#) the boats beforehand via the Boat Officer, and ensure you have the [Coxswain's Pack](#).
  - **Check the driver is insured to tow.**
- On the day
  - [Preparing the boats for use](#)
    - [Check all required equipment is aboard](#)
    - [Boat Fuel](#)
    - [Towing - General](#)
    - [Boat towing preparation](#)
    - [Kit Storage](#)
    - [Preparing to tow the boats](#)
    - [Driver Trailer Checks](#)
  - [Launching the boats](#)
    - [Launching in Surf](#)
    - [Contacting the Coastguard](#)
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  - [Oxygen Administration](#)
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    - [Radio procedures](#)
    - [Flares](#)



## Preparing the boats for use

- Check that boat tubes are not too hard before towing, especially in hot, sunny weather (remember Charles's Law?)

### Check all required equipment is aboard

A kit checklist posted in the container, and is also included in the [Coxswain's Pack](#).

Ensure *as a minimum* you have the following with you:

- First aid kit (A comprehensive kit in the Coxswain's bag & a smaller kit in the watertight container, on the A-frame of the RIB)
- Oxygen kit
- Flares (in watertight container, on the A-frame of the RIB)
- Tools and spares kit (in watertight container, on the A-frame of the RIB)
- Suitable anchors, shots, lines and buoys
- "A" flag
- Bailer
- Paddles
- Air pump for tubes
- Full Spare fuel container
- Spare wheel and tools to replace it if needed.

### Boat fuel

For Safety reasons and to reduce boat weight the fuel tanks should be kept with minimal fuel in whilst travelling and only filled up close to or at the dive site. Spare fuel should be taken on all dive trips.

[Scrappy](#) The Mariner 40 engine is a 2 Stroke engine and therefore requires unleaded petrol and 2-stroke oil to be Pre-mixed prior to being used in the fuel tank, the mix ratio required is 50:1 (50 parts unleaded fuel to 1 part two stroke oil).

[Scuba Doo](#) The Mariner 90 engine is a 4 Stroke engine, and runs on unleaded petrol only. Access to the built-in tank is via the filler cap under the seat.

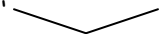

[Tigger Too](#) The Mariner 90 engine is a 4 Stroke engine, and runs on unleaded petrol only. Access to the built-in tank is via the filler cap under the seat.

### Towing - General

- Observe speed limits whilst towing. These are 60 mph on motorways, and 50 mph maximum elsewhere, unless a lower speed limit applies.
- Avoid snaking by loading the towing hitch of the trailer with the correct NOSE WEIGHT for your vehicle and by driving carefully, especially in side winds. If snaking occurs, decelerate



GENTLY by removing power (i.e. DO NOT brake, ease off the accelerator) whilst steering straight (as on ice).

- To minimise the risk of snaking, the boat nose weight should be between 50Kg and 100Kg.
- On a long journey, check periodically that the boat and all the gear are secure; that nothing is chafing on the tubes, that the trailer tyres look OK, and the tyres and bearings are not overhot.
- Always use the towball lock if the boat and/or trailer are left parked anywhere. This is a condition of our insurance.
- Load the trailer ensuring the car and boat axis are parallel to the ground. No '' or '' Car/ boat combinations. Check you are insured to tow BEFORE the day!

## Boat Towing Preparation

Don't ever assume the boat is ready for towing unless you have checked it.

- Replace engine cover and prop cover.
- Ensure the boat is properly secured to the trailer:
  - Check winch strap is taut (but not over-tightened) and winch ratchet is engaged.
  - Check painter secures winching eye to trailer.
  - Check the two stern safety straps are in place between the transom U-bolts and the trailer.
- Ensure engine is securely clamped and bolted to the transom. Use a piece of wood or engine rest to securely lock the engine in the tilted position without stressing the metal tilt-lock lugs. Drive slowly and carefully, especially over bumpy roads!
- Ensure any aerials, masts etc have been lowered, and that any loose gear is well secured. (Especially buoys, which have a habit of bouncing out given half a chance!).
- Ensure trailer jockey wheel is fully retracted and the housing is raised as high as possible in the clamp.
- Check trailer wheel bearings are not allowing excessive play, regrease if necessary.

## Kit Stowage

- Ensure any additional kit is secured to the boat, and is well packed to prevent damage by movement whilst towing (this can occur very easily with heavy kit!!).

## Driver Trailer Checks

- Check trailer tyre pressures (30 psi or 2.07 bar) and change / check car tyre pressures.
- Check the tailboard and the electrics cable are securely fixed to the boat.
- Check the towing lights are working and the cable will not be stretched when turning a corner.



- Ensure correct number plate is fitted to the trailer board.
- Check jockey wheel is firmly locked in position and is well clear of road.
- Check the trailer breakaway cable is attached to your car. Note: it is now illegal to wrap the cable around the tow ball.
- Check you have the spare wheel for the trailer, that is inflated to the correct pressure, and you have the jack and wheel brace with you.
- Check trailer wheel bearings are not allowing excessive play, regrease if necessary

## Launching the Boats

Remove trailer lights and safety straps. Remove engine support. Remove all non-sea equipment and store in a secure place off the boats. Ensure engines are fully tilted. Fully inflate tubes. Ensure painter is accessible.

It is advisable to switch on the GPS system at this point because of the length of time that is required for the system to acquire your position. Enter GPS waypoints if necessary.

Reverse the trailer into the water until enough depth (about 2.5 feet, or 0.75 m) is reached below the stern to ensure a safe launch. If the clearance is marginal, load the boat with diving equipment only after it has been launched.

Release winch line and detail someone to take control of the painter. Carefully push boat off the trailer into the water. Ensure sufficient people are detailed to take control of boat as it enters the water (especially on a shallow slipway) to control the speed of launch, to ensure the rear of the hull does not strike the slip on entry.

Ensure all diving gear is safely and tidily stowed, with tanks etc held securely in the purpose-built rack.

## Launching in Surf

DO NOT launch if surf conditions are dangerous. If in doubt, wade in yourself to check the strength of surf!

After launching the boat, position the bows into the oncoming waves as soon as possible and ensure the boat is held in this position until ready to go. If necessary, take the boat beyond any breaking waves and bring it back when you are ready to load the boat. A big wave catching the boat side-on could easily overturn it, and dump all the gear into the sea!! but more importantly people are very likely to get hurt.

## Contacting the Coastguard

Before setting off on any voyage, tell the Coastguard, or a responsible person, where you are going. Tell this person whom you are, where you plan to go, how many divers are on board, what time you plan to get back, and that you will confirm safe arrival back on shore. **Don't forget to do this!**

The coastguard can be contacted on channel 16, or by using the DSC facility

Scrappy's call sign is Mike Juliet X-ray X-ray two and the Maritime Mobile Service Identity is 235005623



Scuba Doo's call sign is Victor Sierra Victor Zulu Two and the Maritime Mobile Service Identity is 235004983

Tigger Too's call sign is Victor Quebec India Romeo Three and the Maritime Mobile Service Identity is 235008649

Monitor channel 16 at all times throughout the voyage; the best arrangement is to dual watch channel 16 and the local coastguard safety channel.

## Starting the Engine

Starting the engine is very straightforward. However if it is done incorrectly the engine can become flooded or people can be injured. By following these simple steps the engine can be started without incident.

1. Place the prop in the water
2. Ensure the engine is as near vertical as possible
3. Ensure the deadman switch is in
4. Check the engine is in Neutral
5. Tell all you are about to start the engine
6. Ensure no one is near the propeller
7. Turn the key to start the engine
8. Check you can see the telltale. (If not, stop the engine)
9. **Warm the engine up before moving off**

**Note.** **Scuba Doo** and **Tigger Too** have an automatic choke and therefore the fast idle lever should not be used.

**Scrappy** has a manual choke which will need to be pulled out to assist with the starting procedure, once the choke has been pulled out, set the throttle position as on throttle handle, then the manual pull start will start the engine.

## Boat Handling

Boat handling is beyond the scope of these pages. Suffice it to say that the hallmark of a good coxswain is that they will use a variety of different skills to assess the conditions, and assuming that these are OK, will get the diving party safely to the dive site and back, without shaking them to bits in the process!

Remember 3 golden rules:

- Always keep the boat in contact with the water!
- Never use more power than is needed to overcome the elements
- Never apply power unless the boat is headed in the required direction.

Obviously, conditions will dictate just how fast you can go. Aim to use the engine most efficiently, i.e. once on the plane, back off a bit to get the best compromise between speed, fuel efficiency, and diver comfort. As a guide, 4200-4500 rpm is usually about right for Scuba Doo, and Tigger Too. The trim of the RIB engine will be subject to loading and conditions, but somewhere between centre or just left of centre as indicated on the console tilt gauge will normally be about right.



## DSC VHF Radio

This document cannot give the reader a full understanding of Radio procedures, A *GMDSS - Short Range Certificate* Course would need to be undertaken for this. However, Emergency Procedures on using the DSC VHF Radio can be found in the [Emergency Procedures - Summoning help](#) section.

A copy of the Simrad RD 68 Fixed DSC VHF Radio Manual is in the Coxswain's Pack. A CD showing how the radios work can be made available to watch on your home computer. A copy of the manual will also be given to all those with a GMDSS - Short Range Certificate.

## GPS/Sonar

The GPS/ Sonar is a vital piece of equipment to all members of the Dive Club. Understanding this piece of equipment can mean the difference between a good dive, a bad dive, or even no dive! The GPS allows the Club Coxswain / Boat Handler to guide the boat from the launch site to a specific coordinate (hopefully a dive site). By monitoring the Sonar we can also ensure that we do not unintentionally take the boat into shallow water and damage the boat or propeller on any rocks etc. At the dive site the sonar is again used to 'find' the wreck / reef / point that you wish to dive. This can then accurately ensure that you dive onto a wreck instead of 20m from it and not see it at all. All Club Coxswains, Boat Handlers, and we would suggest all Club divers, should know what they are looking for on the Sonar screen. If you miss the dive site it's your fault, we have the technology. Let's use it!

If you don't know how the GPS/Sonar works ask the Club Coxswain before you dive. They should be able to help you find out how deep the water is, and what the sea bottom is like.

A copy of the Humminbird NS25 Manual is in the Coxswain's Pack. Personal copies are available from the Boat Officer.

Care should be taken when cleaning the GPS/Sonar; salt crystals will scratch the screen

## Recovering the Boats

Approach any beach with caution; always ensuring the engine does not come in contact with the sea bottom. Keep a good lookout behind, in surf, to avoid a surprise swamping, and choose the right moment to approach the beach (a quiet patch, and just behind a wave for maximum water depth).

When the Boat Handler estimates that the depth is right, they should stop the engine, tilt it and lock it into position, and shout to the "bow crew" to jump out of the boat and take control of it. Get the boat out of surf quickly to avoid swamping. If the boat is to remain in the water, get the bows round quickly into the oncoming surf, and preferably beyond the breaking waves.

When recovering the boats from the sea, position the trailer as required, **avoiding immersion of the wheel hubs if possible**, and winch the RIB back onto the trailer. It is sometimes useful to have the winch line played out in advance of positioning the trailer. Avoid over use of the winch.

Before winching the RIB back onto its trailer, empty all heavy equipment to avoid excessive stress on the winching gear. Always ensure that the elephant trunk is down, allowing any water in the boat to drain out. Beware of waves driving the boat onto the trailer.

Ensure the rollers engage properly with the hull of the RIB as it is drawn onto the trailer, and that the boat is at all times kept in line with the centre of the trailer.

Preparing the boat for towing as defined in under [Towing - General](#).



Regrease the wheel bearings. Keep track of the boat keys.

## Returning the boats to the Boat Yard

### Cleaning Down

The Boat Yard provides a water supply and hose that is located on the outside wall of the clubhouse nearest the canal. Spray ends for the hose can be found in the boat containers. These belong to ESAC so please ensure they are returned to the container after use.

- On arrival back at the boat yard, if not completed before, the boat, engine, and all equipment should be hosed down with fresh water to avoid corrosion. Care should be taken when washing the electrics to avoid water being forced into them **DO NOT FACE A DIRECT JET OF WATER ONTO ANY ELECTRICAL UNITS, GPS, RADIO or RADIO FIST MIC'**. Particular attention should be paid to the trailer if this has been partially immersed or splashed with salt water. In this case rinse thoroughly, including the inside of any open metal box sections.

Engines should be thoroughly hosed down, and internally cleansed using the "hydrophones". These allow water to be delivered to the engine's water intakes (lower section of engine shaft) whilst they are running. Note that only one side of the hydrophones transfers water to the engine intake, the other side has a blanking plug!



- Ensure water is turned on before starting the engine. After starting, monitor the water tell-tale to ensure water delivery is adequate. If no tell-tale appears, turn off the engine and re-check water delivery arrangements.
- Run engine for **AT LEAST 5 MINUTES** to ensure thorough internal cleansing.
- Remove engine case, lightly rinse engine with water to remove any salt water, wipe dry with a dry cloth. **DO NOT REPLACE ENGINE COVER**, this will allow any excess water to evaporate rather than being trapped within the engine and causing corrosion. **DO NOT RESTART ENGINE AFTER THIS OPERATION.**



## Putting to Bed

Before putting to bed, check the following:

- RIB trailer handbrake is OFF to avoid the brakes seizing on.
- Engine is in an upright position to keep the gearbox immersed in oil.
- Engine cover has been removed, so that condensation does not form inside. Wipe covers and engine dry of any splashes and/or condensation.
- Ensure all electronics are thoroughly wiped over with a damp cloth to remove all traces of salt.
- Electric cut out switch is off preventing any potential battery drain.
- Electric compartment door in console is left open to ensure any trapped water can evaporate.
- Trailer locks are in place on both trailers (insurance requirement).
- Recoil ropes and stow any equipment ready for next outing
- Complete the Boat Report Form (be sure to note any damage or misoperating kit for reporting to the Boat Officer).



## Boat Report Form

			
<h3 style="margin: 0;">BOAT REPORT</h3>			
Boat Name .....			
To be completed by the Cox'n		<b>Observations</b>	
ENGINE / FUEL SYSTEM			Engine Hours out
			Engine Hours in
TUBES / HULL			
GPS / SONAR / RADIO			
STEERING			
TRAILER – GENERAL			
TRAILER – ELECTRICS			
OTHERS			
Record any Boat handling training here &/or any omissions from the Coxswain pack			
Boat washed and engine flushed in clean water.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Boat fully working and safe ready for next use.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If NO to either, record reason/s why and <b>inform Boat Office immediately</b> :-			
Any ESAC/BSAC reportable incidents ?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Coxswain (s)			
Trainees	Date		

This form should be returned by the Dive Marshal to the Boat Officer along with the Boat yard keys, as soon as possible following the dive trip. If you have any problems with regards to the boat or the boat yard, please contact the Boat Officer as soon as possible.



## **First Aid Kits**

Each boat has its own first aid kit, which is stored in the watertight container, on the RIB A-frame. This first aid kit is a basic kit only.

A more comprehensive First Aid Kit is located in the Coxswain's Pack.

Any items, which are used from either first aid kit, should be entered onto the boat report form.

## **Emergency Procedures**

These procedures have been reproduced in laminated/waterproof form and are available in the Coxswain's pack. Please check this as part of your pre-expedition inspection and inform the Boat Officer if this is not the case.

Engine procedures are located in the Toolkit box of each boat. Summing help procedures are located in the Flares box of each boat. First aid procedures are available in the First Aid box of each boat.

## **Diver Recall**

There are a number of ways that divers can be called from the water prior to the agreed surfacing time. In low marine traffic areas the boat engine should be revved 3 times. In areas where there is heavy marine traffic, divers should be recalled by placing a metal object into the water and striking it 3 times with another metal object. (e.g. Dive tank & knife). Note you should agree this signal with the divers prior to them entering the water. Where SMB are in use carabiners with messages are located in the boat boxes.

## **Man-overboard procedure**

1. Whoever first sees or hears someone go overboard should shout, "Man overboard (port or starboard)". This person should become the spotter and continually point to the person in the water until the boat is safely alongside. Try not to lose sight of the person overboard; it is extremely difficult to locate a person in the water.
2. Immediately place the engine into neutral and turn the bow of the boat quickly toward the side the person fell over. Turning towards the person will push the stern and propeller away from them.
3. If needed throw a life saving device toward the man overboard to give them some assistance in keeping afloat.
4. Slowly turn the boat and make a gentle turn keeping the person in view.
5. Approach the person slowly into the wind or current.
6. When the person is alongside turn off the engine.
7. Help the person aboard.

## **Oxygen administration**

In each boat there is an Oxygen Kit. These should not be opened unless A DIVER needs oxygen. If for any reason the oxygen is used please inform the Boat Officer.

The administration of 100% pure oxygen for decompression or other diving related symptoms is



recognised as an effective FIRST AID TREATMENT and may result in much less serious injuries. It SHOULD NEVER be regarded as a substitute for recompression, which is the only effective treatment in such cases. Members who have taken part in appropriate training courses and who have the correct equipment are recommended to use oxygen to treat divers suffering a diving related injury, while they are waiting for professional treatment.

If you need to refill a oxygen cylinder whilst on a trip, this can be arranged. We hire the cylinders from BOC, who will either deliver a new cylinder to you the following day or you can collect one from one of the medical gas depots. To arrange replacement of a cylinder phone them on 0800 111333 quoting account reference no. 2258464. You will need to give a delivery address, ensuring it is occupied for a delivery any time the following day.

The cylinder valves on rental cylinders are closed using a long arm key and are then knocked shut. This makes them very difficult to first open. Upon receiving a newly filled cylinder, the cylinder should be attached to the oxygen kit and the valve eased open with a spanner. The valve should then be closed off HAND TIGHT using the handwheel attached to the marincox regulator.

## Summoning Help

### **Radio procedures**

Scrappy's call sign is Mike Juliet X-ray X-ray two and the Maritime Mobile Service Identity is 235005623

Scuba Doo's call sign is Victor Sierra Victor Zulu Two and the Maritime Mobile Service Identity is 235004983

Tigger Too's call sign is Victor Quebec India Romeo Three and the Maritime Mobile Service Identity is 235008649

### **Distress**

Send a Distress Alert using DSC (Digital Selective Calling). Wait about 15 seconds for a DSC acknowledgement from the Coastguard or a ship station. On CH16, on receipt of a DSC acknowledgement or after about 15 seconds, transmit the Distress call and message:

Mayday, Mayday, Mayday

'This is' name, spoken three times

Mayday

MMSI (Maritime Mobile Service Identity) and name or callsign, spoken once

Position

Nature of Distress

Assistance required

Number on board

Other information

Over

If no DSC acknowledgement is received, and offer of assistance is accepted from another vessel, cancel the DSC alert to prevent it automatically retransmitting.

### **Acknowledgement of a DSC distress alert**



When a DSC controller receives a Distress alert it will sound an audible alarm. Immediately cease any transmission that may interfere with Distress traffic and continue a watch on CH16. Only coast stations and vessels fitted with Class A or B DSC controllers make acknowledgement of a DSC alert by the use of DSC. There is no facility on a Class D controller to acknowledge a distress alert by DSC. If there is no DSC acknowledgement after a short interval, acknowledge by voice on CH16:

*Mayday*

*9 digit MMSI of the vessel in distress, spoken three times*

*'This is' name of own vessel, spoken three times*

*Received Mayday*

*State the assistance you can give.*

## **Alerting by individual vessels to 'All Ships'**

If a vessel is outside of coast radio range and needs to issue a safety warning, transmitting an All Ships Safety Call by DSC can do this. On CH16, after about 15 seconds, transmit the Safety call and message:

*Securite, Securite, Securite*

*'All stations' or called station, spoken three times*

*'This is' MMSI and name or callsign of own vessel, spoken once*

*The text of the Safety message.*

## **Coast Station calls**

Entering the MMSI of the Coastguard station into the controller, either manually or from the Directory, carries out calls to the Coastguard and other coast stations that use DSC for calling. There is no facility to enter a suggested working channel. When the Coastguard acknowledges the call, they will indicate the working channel for voice communications and the radio will re-tune automatically. On the working channel pass your message by voice.

## **Inter-Ship - when the MMSI of the other vessel is known**

Enter the MMSI into the controller, either from the Directory or manually. Indicate the inter-ship channel that will be used for the R/T communication. When the called controller 'rings', the called vessel should start the conversation on the selected inter-ship channel. Assuming the vessel's name is 'Cloud Nine', the call will start like this:

*Station calling Cloud Nine*

*This is Cloud Nine*

*Over.*

## **Inter-Ship - when the MMSI of the other vessel is unknown**

Call as now on CH16 using the same procedure. If no response is achieved call on CH13 which has been allocated in the GMDSS for bridge-to-bridge communications.

## **Flares**

If you have not managed to contact anyone using the radio, or the emergency services are having trouble locating you, distress flares can be used to raise the alarm and visually pin-point your position to potential rescuers. Hand held flares can be seen by other boats, aircraft and people on shore. Remember never fire a flare at a rescue craft. Aim upwards



The Pinpoint Red Handflare burns at 10,000 candela for 60 seconds. When fired at night these can be seen up to 10 km away at sea level and up to 20 km away by an aircraft. They can also be used in daylight over shorter distances.

For day use only, the Orange Handsmoke produces a persistent vivid and expanding cloud of dense orange smoke, which can be seen for more than 60 seconds. The smoke can be seen from 4 km away in a 10 knot breeze, at sea level, and even further from an aircraft. This should only be used when you can see your rescue craft.

The Para Red Rocket projects its payload to a height of 300 metres (1000 ft), when a parachute-suspended red flare is ejected. The burning time is 40 seconds at 30,000 candela. These can be used at any time of the day to attract attention.

Misfired flares should be handled as little as possible and disposed of immediately.

Out-of-date flares should never be fired. They deteriorate with age and can be unpredictable. It is the Boat Officer's responsibility to replace flares that are, or will soon be, out-of-date.

