

Boat Station Maintenance

Procedure

1.0 PURPOSE AND SCOPE

The purpose of this procedure is to detail the maintenance structure, method of reporting defects, control of planned maintenance and the review systems required to produce an effective maintenance management system. The aim of such system will be to reduce the occurrence of defects and where they do occur to effect timely and successful repair allowing maximum asset availability.

2.0 REPORTING ANY DEFECTS

2.1.1 On discovering a defect the Officer of the Day (senior safety supervisor) will complete and submit a boat defect online form.

- a. Priority of the repair
- b. Boat's name
- c. Boat's location
- d. Defect location
- e. Defect description
- f. Repair requirements

2.1.2 DRBS Staff will at the earliest opportunity inspect the defect and determine if the boat is safe to use. The method employed will be determined by the urgency of the repair. If the damage is too severe the boat will be taken out of use until repairs can be done.

2.2 Prioritisation

2.2.1 Correct prioritisation will aid the best deployment of personnel and equipment. It does not affect the response time measurement nor the speed at which the job should be done.

Urgent – A defect that prevents a boat from being safely used when no other boat is available.

Essential – A defect that prevents a boat from being used but there is a replacement boat available

Necessary – a defect that required attention but does not prevent the boat's use.

Required – A defect that does not affect the use of the boat in any way but mainly cosmetic.

- 2.2.3 DRBS Staff will prioritise their time in accordance with their systems but will endeavour to have all boats in good repair when they are needed.

2.3 Progress Report

- 2.3.1 DRBS staff will report to the Principal the progress of all reported defects.
- 2.3.2 This progress report will be effectively a verbal report made at the earliest opportunity confirming the results of the inspection of the defect.

2.4 Temporary repairs

- 2.4.1 When used they must be stated as being a temporary repair and the reason for such a repair given. They must not lead to the closure of a job unless it is agreed with Principal.

2.5 Defect Rectification

- 2.5.1 Defects will be closed only by the Principal.

2.6 Check lists

- 2.6.1 Relevant check lists for use of boats are provided to aid the identification of defects during each activity on the water. These checks are not box ticking exercises.

2.7 Preventative Maintenance

- 2.7.1 Planned Preventative Maintenance will be identified by the Boat Station Staff and will be programmed in to the yearly season as a routine task.
- 2.7.2 All planned maintenance will be documented and records will be maintained in history.
- 2.7.3 Each work specification will be prefixed with the identifier BM for Boat Station Maintenance.
- 2.7.4 Each work specification will detail the systematic requirements of the preventative maintenance.

2.8 Maintenance Methods

- 2.8.1 Any person undertaking any maintenance onboard any classed boat is responsible for ensuring that the maintenance methods employed, and materials used comply with approved practices and materials classified for marine use.
- 2.8.2 The Principal will be kept up to date with all maintenance going on.
- 2.8.3 All maintenance undertaken on safety and lifting equipment must be undertaken by a competent person.

2.9 Mitigating Risks

- 2.9.1 Prior to commencing work on any electrical equipment or engine and pumps the equipment must be made safe either by isolation removing fuses, disconnection of batteries or removing keys. Any removed fuses and keys must be kept by the person undertaking the work.
- 2.9.2 Prior to removing any pipes and valves it must be first ascertained that a free flood situation will not occur.
- 2.9.3 All personnel undertaking maintenance will be appropriately dressed for the task. This may include coveralls safety footwear gloves safety glasses hearing protection or other PPE as required.

2.10 Maintenance Review

- 2.10.1 Maintenance review is included as part of the Boat Station meetings under the heading “repairs and defects”. At this point a full breakdown of all defects that have occurred throughout the preceding time between meetings will be presented.
- 2.10.2 An annual review of defects and trends will be undertaken in October and presented at the boat station annual meeting.

2.11 Statutory Requirements

- 2.11.1 Records of defects shall be maintained and those of a recurrent nature, or those which adversely affect the craft or personal safety shall be kept for 3 years.

FUELING THE BOATS

1.0 PURPOSE AND SCOPE

The purpose of this procedure is to ensure that boats are fuelled safely

2.0 SYSTEM

Each Unit is responsible for ensuring that the Champs are fully fuelled at the end of the session. The Officer of the Day (senior safety supervisor) is responsible at all times for ensuring a safe fuelling operation.

3.0 Onboard Safety Precautions

- Clear area of any combustible material or removable obstructions
- Ensure personnel are properly dressed
- No Smoking in the immediate area.
- Ensure you know how much fuel you require.
- Have a Fire extinguisher at the fuelling point.
- Have rags and detergent ready should there be a spill.

Once all checks are complete you may start fuelling the boats.

3.1 completion

- Stow away all equipment involved in the operation.
- Record the amount taken on your log sheet

3.2 Action to be taken in the event of a spill

- Stop fuelling.
- Try to prevent as much of the fuel from going in the water as you can.
- Start clean-up operations with rags.
- Mop up all oil on the decks and the pontoon.
- Clean the area down with water and detergent.
- Try to break up any oil in the water by using the boats props

Responsibility- Officer of the Day (senior safety supervisor)

DEFECT LOG AND REPORTING SHEETS

1.0 PURPOSE AND SCOPE

This procedure has been drawn up regarding the general maintenance of the Boat Station craft. The Defect log is designed to provide quick access to the state of repair on each boat. These files will provide greater detail on the defect and the repairs to be made. The Defect log is kept in Dropbox for all DRBS personnel to see

2.1 New Defect – All Users

Any defects will come to light by one of two ways

1. Defect discovered during operation of craft.
2. By Quarterly checks by Boat Station personnel.

However the defect is discovered, the response is the same.

1. Complete the defect form on DRBS website.
2. Submit form.
3. Make note on daily sheet of defect.

Responsibility- All users and Boat Station Personnel

2.2 New Defect – Boat Station Personnel

1. The Boat Station personnel will check the defect log and fault reporting sheet on entering Boat Station were possible.
2. The Boat Station personnel will sign for the receipt of all new defect reports and add notes where they may be off help.
3. The Boat Station personnel will enter a date and time in the log book when full repair is complete. Where a temporary repair is made this should be entered in the notes column.

Responsibility- All users and Boat Station Personnel

2.3 Repairs/Defect follow up

The Boat Station personnel will follow up all defects on the boats and keep a log of all outstanding defects/repairs on a Monthly defect report.