



Marine Services Center
UNIVERSITY *of* WEST FLORIDA

Small Vessel Operations Guide



(Revised and Updated 2018)

FORWARD

The University of West Florida's **Small Vessel Operations Guide** is adapted from several existing sources. Of those, the authors of this guide relied heavily on the format and content of the Bodega Marine Laboratory Marine Operations **Guidelines for Small Boat Use**. The Bodega Marine Laboratory is operated by the University of California, Davis (UCD), and is well known for its scientific diving and Marine Operations programs. Special thanks are extended to UCD Diving Safety Officer Henry Fastenau for sharing information and for his assistance in developing this guide.

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1.0 GENERAL POLICY

1.10 PURPOSE

The purpose of this guide is to establish guidelines for vessel usage under the auspices of the University of West Florida (UWF) Marine Services Center (MSC); to ensure that all vessel operations under MSC auspices are conducted in a safe and efficient manner; and to educate participants about basic boating procedures that affect their own safety and the safety of others.

All persons designated as MSC small vessel operators are required to observe the provisions of this guide. Authorized operators will be given a copy of this guide for reference.

1.20 CONTENTS

The Small Vessel Operations Guide contains policy and procedures for all small vessel operations. The MSC Small Vessel Operations Guide includes:

1. Policy that pertains to all MSC vessel operations.
2. Requirements for obtaining operator certification.
3. Administrative procedures for conducting the MSC small vessel program.
4. Equipment and maintenance procedures.

1.30 APPLICABILITY

The provisions of this guide apply whenever UWF faculty, staff, students, or volunteers use a small vessel under MSC auspices. Specific examples of vessel operations under UWF auspices include, but are not limited to: persons engaged in research; MSC employees acting within the scope of their employment; students engaged in any research operation including those receiving vessel operation instruction or involved in checkouts; and vessel operations conducted in educational programs sponsored by UWF/MSC.

In order to be approved by MSC for use by UWF personnel, a small vessel must be numbered in accordance with the regulations of the State of Florida or in accordance with applicable Federal law.

2.00 RESPONSIBILITY

2.10 DIRECTOR, UNIVERSITY OF WEST FLORIDA MARINE SERVICES CENTER

The Director of the Marine Services Center has the ultimate authority over all vessel operations and related activities. The Director is also responsible for administration of the small vessel operations program and for approving changes to this guide.

The MSC Director is responsible for the conduct of small vessel operations, including certification of operators, approval of a vessel request form/float plan, maintenance of vessels, and ensuring compliance with this guide by all operators of MSC vessels. The MSC Director may permit portions of this program to be carried out by a qualified delegate.

The MSC Director shall suspend operations that are considered unsafe, and will provide equipment and gear necessary to ensure that boat operators can remain in full compliance with U.S. Coast Guard equipment and safety requirements.

2.20 PRINCIPAL INVESTIGATORS

Principal Investigators and/or primary operators are personally responsible for ensuring that all vessel operations that are part of a program under their direction are conducted in accordance with this guide. Principal Investigators must determine that all individuals assigned to vessel operations related to their projects are properly authorized as described in **section 3.30** of this guide.

2.30 VESSEL OPERATOR

Only persons who have been certified as MSC vessel operators may operate small vessels owned by UWF. The designated vessel operator is responsible for all aspects of vessel operations and the safety of all passengers, regardless of any senior personnel present in the vessel. Responsibilities include, but are not limited to:

- 1) Safe transport of the vessel to and from the launch site, if applicable.
- 2) The safe navigation of the vessel to and from the site(s) of operation.
- 3) The safe operation of all equipment, either in the collection of data or the handling of the vessel.
- 4) Ensuring that all required operational and safety equipment is on board before getting underway, and that it is properly cleaned and stowed upon return.

Failure to comply with provisions of the UWF Small Vessel Operations Guide may result in the revocation or restriction of the operator's certification by the MSC Director. However, any operator may deviate from the requirements of this guide to the extent necessary to prevent or minimize a situation that is likely to cause death, serious physical harm, or major environmental damage. In such events MSC personnel must be contacted immediately and a written report explaining the circumstances and justifications of the deviation must be submitted within 24 hours to the MSC Director.

2.31 REQUIREMENTS FOR UWF SMALL VESSEL OPERATORS

Applicants to the UWF Small Vessel Operations Program must:

1. Be a minimum of 18 years of age.
2. Sign a Waiver of Liability, Assumption of Risk, and Indemnity Agreement provided by the UWF Marine Services Center.
3. Present a copy of certification of completion of the Florida Boaters Safety Course (*How to Boat Smart*) to MSC staff.
4. Sign a statement agreeing to conduct all operations under the auspices of the UWF Small Vessel Operations Guide.
5. Complete a practical operational checkout administered by MSC staff.
6. Have a valid driver's license.

3.00 ADMINISTRATIVE PROCEDURES

3.10 GENERAL

The regulations in this guide must be observed wherever small vessel operations are conducted under the auspices of the UWF MSC. All operators must follow the provisions of the Small Vessel Operations Guide and all equipment used must conform to U.S. Coast Guard requirements.

Illegal drugs or alcohol are strictly prohibited onboard any MSC vessel at any time. No person under the influence of illegal drugs or alcohol may operate an MSC vessel under any circumstances. Any person found in possession of illegal drugs or alcohol on any MSC vessel will be permanently denied access to any MSC vessel for any reason.

3.20 OPERATING AREAS

The regulations herein shall be observed at all locations where vessel operations are conducted under the auspices of the UWF MSC. Areas of operation are classified as:

1. Inland Waters: Shoreward of the demarcation line that separates International Navigation Rules from U.S. Inland Navigation Rules. The demarcation line is known as the COLREGS (Convention on the International Regulations for Preventing Collisions at Sea, 1972) Demarcation Line. It is shown on nautical charts.
2. Coastal Waters: Seaward of the COLREGS Demarcation Line, but normally considered within sight of land.

The type of service for each vessel within the Small Vessel Program will be clearly identified. Vessels will be used only in their designated areas or in areas that provide greater protection.

3.30 AUTHORIZATION OF SMALL VESSEL OPERATORS

To become an authorized small vessel operator, applicants must demonstrate proficiency in safe vessel operations, knowledge of the “rules of the road,” and familiarity with the operation of safety equipment. These requirements are to be completed in two phases.

Phase one requires that the applicant complete the Florida Boaters Safety Course (*How to Boat Smart*) and provide MSC staff with a copy of the certificate of successful completion. Phase two requires the applicant to complete a practical operational checkout administered by MSC staff.

3.31 SMALL VESSEL OPERATION CHECKOUT LIST

Upon completion of the Florida Boaters Safety Course (*How to Boat Smart*), approved applicants must schedule and complete a practical operational checkout administered by MSC staff. Prior to the checkout, the operator will be given a briefing on the proper care and operation of equipment and safety procedures for small vessels having engines up to 50hp. Practical skills to be demonstrated include (list adapted from the UWF small vessel operator application form):

1. File a vessel request with MSC – vessel requests may be submitted directly at the MSC facility, via Internet, or by telephone. Requests must be made at least 24 hours in advance of proposed operation.
2. Arrange for a tow vehicle – Academic departments and institutes are responsible for providing a vehicle capable of towing the intended vessel.
3. Scheduling for a pick up at MSC – The UWF small vessel operator who submitted the request must be present when the vessel is picked up from the MSC and on board the vessel during all operations.
4. Properly filling out Float Plan – Float plans must be filled out at the time the vessel is picked up and completed upon return. Information on properly filling out float plans is discussed in **section 3.61** of this guide.
5. Performing all pre-departure checks – Before any vessel leaves the MSC facility, all pre-departure equipment and safety checks must be completed. These checks are listed on the UWF float plan (**section 3.61**).
6. Trailer light connection and check – No trailer/vessel is to leave the MSC facility unless all trailer lights are in working condition. A pre-departure light check for brake lights, turn signals, and running lights is mandatory.
7. Test start vessel – Prior to departure from the MSC facility, the outboard engine equipped on the requested vessel must be started and run for 5 minutes.
8. Travel to launch site – To become qualified to tow a vessel and trailer, the small vessel operator or designated driver must demonstrate to MSC staff the proper procedures for towing a vessel and trailer over the road, as well as launching the vessel from the trailer to the water and retrieving the vessel from the water to the trailer.
9. Back trailer into launch - To become qualified to tow a vessel and trailer, the small vessel operator or designated driver must demonstrate to MSC staff the proper procedures for launching and retrieving the vessel from the trailer to the water. No UWF small vessel operator shall launch or retrieve a vessel alone. Prior to backing into launch, the operator must make sure the drain plug is inserted into the drain hole.
10. Launch vessel and tie vessel to dock – Small vessel operators must board the vessel and, once in the water, start the outboard engine. After letting the engine warm up, the vessel will be launched from the trailer and securely moored to the dock.
11. Park tow vehicle and trailer – Upon successful launching of the vessel, the tow vehicle and trailer will be parked in an area considered by the vehicle operator to be safe and non-intrusive to other motorists.
12. Take vessel away from dock – Once the vessel is loaded with all necessary gear, all dock

lines will be freed and the vessel will proceed from the dock into the operating channel at idle speed.

- 13.** Test ride in open water – Once clear of “No Wake Zone” signs, the operator will gradually increase the speed of the vessel until a safe operating limit has been reached.
- 14.** Maneuver vessel around buoy – MSC small vessel operators must maintain control of the vessel at all times. The ability to maneuver the vessel under the safe operating speed is mandatory. During the checkout the operator must demonstrate this ability by rounding a channel marker buoy at speed and without touching the buoy.
- 15.** Safely return to dock and tie up – upon completion of the skills/research, operators must safely return to the dock and secure the vessel for unloading of gear and in preparation for retrieval.
- 16.** Back trailer down and load vessel – To become qualified to tow a vessel and trailer, the small vessel operator or designated driver must demonstrate to MSC staff the proper procedures for launching and retrieving the vessel from the trailer to the water. No UWF small vessel operator shall launch or retrieve a vessel alone.
- 17.** Pull boat out and ready for travel – Once the trailer is backed into the launch, the operator must slowly drive the vessel onto the trailer until it is secured with the winch hook. After making sure the vessel is centered on the trailer for safe travel, the tow vehicle should slowly pull the vessel/trailer out of the water and away from the launch ramp to a stopping location that will not impede the use of the ramp. At this point all gear is to be stowed, the boat plug should be pulled, and safety straps must be attached to ready the vessel for travel.
- 18.** Refill fuel (and oil if applicable) – While en route to the MSC facility the tow vehicle operator must stop to refill the fuel tank on the vessel. Some MSC vessels require manually adding 2-cycle oil to the fuel. A \$5.00 per gallon fuel charge will be assessed for vessels that are not refueled prior to being returned to the MSC facility.
- 19.** Safely return to MSC – After refueling, the tow vehicle operator must safely return the vehicle, vessel/trailer, and all equipment to the MSC facility.
- 20.** Wash vessel and flush engine – Upon arrival at MSC, the vessel, trailer, and all equipment (including life jackets, anchors and line, etc.) must be thoroughly rinsed with fresh water in order to ensure all residual salt and dirt are washed off and that each item is returned in the condition in which it left MSC. The outboard engine **MUST** also be flushed with fresh water for no less than 5 minutes.
- 21.** Store all MSC equipment – Each item must returned to its proper location at MSC and stored neatly to ensure easy access for the next user.
- 22.** Park vessel in proper location – Each small vessel is parked in a particular location at the MSC and must be returned to its designated parking space.

23. Disconnect and block trailer – A wheel must be blocked on each side of the trailer to prevent it rolling when disconnected from the tow vehicle. In order to disconnect the tow vehicle, unhook the light harness, unhook the safety chains, lower the trailer jack, and release the hitch.
24. Return tow vehicle – The tow vehicle must be safely returned to the proper academic department or institute.

3.32 RE-AUTHORIZATION

If a vessel operator's authorization is revoked, they may be re-qualified after the operator complies with such conditions as the MSC Director may impose. The operator shall be given the opportunity to present their case to the MSC Director before conditions for re-authorization are stipulated.

3.40 VESSELS AND EQUIPMENT

All vessels and equipment used by MSC operators will conform to U.S. Coast Guard requirements and to the standards set forth in the UWF Small Vessel Operations Guide.

3.41 STABILITY

All motor vessels used by MSC personnel are required to have a data plate installed that designates the number of people and weight capacity according to the manufacturer's specifications. It is the responsibility of the operator to stay within these limits and to have all weight evenly distributed so the vessel will trim properly. If the manufacturer's specifications have been altered or special research equipment is added, the trim and stability modifications may be altered. No modifications to any vessel may be made without prior authorization of the MSC Director.

3.42 EQUIPMENT

Small vessel operators must be familiar with the operation of safety equipment and shall inspect all emergency equipment prior to departure. Notify the MSC Director of any malfunctioning or damaged equipment used during operation. It is the responsibility of the operator and/or Principal Investigator(s) to replace any equipment lost or damaged as a result of negligence or misuse by the operator or project staff. If equipment is lost or damaged the MSC Director will review the case and assign responsibility for replacing it. Required safety equipment for MSC vessels is listed on the Small Vessel Load-Out List.

3.50 RESERVATIONS

Reservation of MSC vessels is based on a first-come, first-served basis. Early filing of a vessel request with MSC staff assures reservation. Requests must be filed a minimum of twenty-four (24) hours prior to departure. Requests may be made directly at the Marine Services Center facility, via email, or by phone.

3.51 CANCELLATIONS

If a reserved vessel is not needed, contact MSC to cancel the reservation by 2:00 p.m. the day prior to reservation. Because prior reservations make a vessel unavailable for use by others, no-shows will be billed a full day's usage. Trips canceled due to weather or emergencies do not apply. Repeated no-shows for reserved vessels may result in the loss of MSC privileges.

3.60 RECORD KEEPING

3.61 FLOAT PLAN

A MSC Float Plan must be filled out and left at the MSC facility before any vessel is allowed to leave. A float plan is an important document that allows MSC staff to know vital information about any planned small vessel operation. This information includes vessel and responsible operator, purpose and location of operation, estimated time of return to the MSC facility, time and location of launch and recovery, and the number and names of passengers aboard.

Also included on the MSC Float Plan are checklists for both the vessel and trailer to be used. These lists must be filled out prior to departure from and upon return to the MSC facility. These ensure that all necessary operational procedures are performed, and operational items and safety equipment checked out are documented and returned.

Sections for "Maintenance or Items Needed" and "Parts and Items Installed & Repairs Completed" are included and are intended to alert MSC staff of any problems encountered.

Float plans must be filed with MSC before departure. Blank forms can be obtained from MSC or downloaded from the MSC website. Operators are expected to follow the float plan, and report in when the vessel is returned. If the vessel is going to be late the operator shall call the MSC facility or a MSC staff member's cell phone and advise them of the new estimated time of arrival. Boats returning after normal working hours will make special arrangements with MSC staff to check back in.

3.62 ROUTINE RECORDS

The MSC staff will keep a file of usage for all vessels, including a log of scheduled and unscheduled maintenance for each vessel, trailer, and outboard engine.

3.63 ACCIDENT REPORTING

All small vessel accidents must be reported to the MSC Director within 24 hours of the incident. The MSC Director is responsible for investigating and documenting the accident and related personal injury and/or property damage and for preparing a report of the incident.

3.70 WEATHER

Use of any MSC vessel is contingent upon weather conditions. UWF small vessel operators are

responsible for monitoring weather conditions prior to departure and during operations. If small craft advisories are issued by the National Weather Service, it is mandatory that scheduled vessel operations within affected areas be postponed until more favorable conditions prevail, unless special permission to operate is granted by the MSC Director. The MSC Director holds ultimate authority concerning boating operations and may suspend boating operations if conditions are deemed unsafe.

3.80 SCUBA DIVING

All diving operations conducted from MSC vessels are required to operate under the protocols established in the UWF Standards for Scientific Diving. Diving research performed by UWF students, faculty, or staff, or by visiting professionals or volunteer divers under the supervision of UWF, constitutes diving under the auspices of UWF. A proposed dive plan must be submitted and approved by the UWF Diving Safety Officer at least 10 days prior to the planned operation. A designated UWF lead diver must be onboard to supervise all aspects of the diving operation. A UWF certified vessel operator remaining on board is required for dives deeper than 15 meters (45 ft.) in local waters.

3.90 SAFETY CHECKS

3.91 PRIOR TO DEPARTURE

1. Perform a functional inspection of the vessel and all equipment.
2. Assess all environmental risks, including weather and sea conditions.
3. State all emergency procedures including man-overboard, fire, abandonment, and methods for seeking assistance.

3.92 UPON RETURN

1. Upon return the operator will log in the return time on the float plan. Any problems encountered or work/parts needed should be brought to the attention of MSC staff in the "Maintenance or Items Needed" section of the float plan.
2. Small vessel operators are responsible for ensuring that the vessel, vessel trailer, engine, and all other equipment are thoroughly rinsed with fresh water and stowed after each use.
3. On all MSC vessels, fuel tanks are to be full upon return. **REMINDER**, a **\$5.00 per gallon fuel charge will be assessed for vessels not refueled prior to being returned to the MSC facility.**



**SMALL VESSEL OPERATIONS
WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT**

Waiver: In consideration of being permitted to participate in any way in small vessel operations, I for myself, my heirs, personal representatives, or assigns, **do hereby release, waive, discharge, and covenant not to sue** The University of West Florida, its officers, employees, and agents from liability **from any and all claims including the negligence of The University of West Florida, its officers, employees, and agents**, resulting in personal injury, accidents, or illnesses (including death), and property loss arising from, but not limited to, participation in small vessel operations.

Signature of Participant

Participant Printed Name

Date

Signature of Witness

Witness Printed Name

Date

Assumption of Risks: Participation in small vessel operations carries with it inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary with each activity, but can range from 1) minor injuries such as scratches, bruises, and sprains to 2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions to 3) catastrophic injuries including paralysis and death.

I have read the previous paragraphs and I know, understand, and appreciate these and other risks that are inherent in small vessel operations. I hereby assert that my participation is voluntary and that I knowingly assume all such risks.

Indemnification and Hold Harmless: I also agree to INDEMNIFY AND HOLD The University of West Florida HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages, and liabilities, including attorney’s fees brought as a result of my involvement in small vessel operations and to reimburse them for any such expenses incurred.

Severability: The undersigned further expressly agrees that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as is permitted by the law of the State of Florida and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgement of Understanding: I have read this waiver, assumption of risk, and indemnity agreement, fully understand its terms, and **understand that I am giving up substantial rights, including my right to sue.** I acknowledge that I am signing the agreement freely and voluntarily, and **intend my signature to be a complete and unconditional release of all liability** to the greatest extent of the law.

Signature of Participant

Participant Printed Name

Date

Signature of Witness

Witness Printed Name

Date



SMALL VESSEL OPERATOR APPLICATION

PLEASE PRINT

Date _____

NAME (Last, First) _____

UWF ID# _____

DATE of BIRTH _____

ADDRESS Street _____

City _____

State _____

Zip _____

PHONE NUMBER _____

EMAIL _____

DEPARTMENT/INSTITUTE _____

MAJOR PROFESSOR/SUPERVISOR _____

EMERGENCY CONTACT _____

RELATIONSHIP _____

PHONE # _____

PRACTICAL CHECKOUT LIST (50 HP OR LESS)

1) Successfully and satisfactorily complete a safe boating course issued and approved by the State of Florida.

Course Name _____ Date Completed _____

Card ID # _____

2) Schedule practical checkout with MSC staff; practical skills to be demonstrated include:

- | | |
|---|--|
| <input type="checkbox"/> File a vessel request with MSC | <input type="checkbox"/> Test ride in open water |
| <input type="checkbox"/> Arrange for a tow vehicle | <input type="checkbox"/> Maneuver vessel around buoy |
| <input type="checkbox"/> Schedule for pick up at MSC | <input type="checkbox"/> Safely return to dock & tie up |
| <input type="checkbox"/> Properly fill out float plan | <input type="checkbox"/> Back trailer down & load vessel |
| <input type="checkbox"/> Perform all pre-departure checks | <input type="checkbox"/> Pull boat out & ready for travel |
| <input type="checkbox"/> Trailer light connection & check | <input type="checkbox"/> Refill fuel (& oil if applicable) |
| <input type="checkbox"/> Test start vessel | <input type="checkbox"/> Safely return to MSC |
| <input type="checkbox"/> Travel to launch site | <input type="checkbox"/> Wash vessel & flush engine |
| <input type="checkbox"/> Back trailer into launch | <input type="checkbox"/> Store all MSC equipment |
| <input type="checkbox"/> Launch vessel & tie vessel to dock | <input type="checkbox"/> Park vessel in proper location |
| <input type="checkbox"/> Park tow vehicle & trailer | <input type="checkbox"/> Disconnect & block trailer |
| <input type="checkbox"/> Take vessel away from dock | <input type="checkbox"/> Return tow vehicle safely |

Checkout performed by: _____ Date: _____

I _____ (print name) feel that I can safely and professionally operate and maintain a MSC vessel/trailer while in my possession.

Signed: _____ Date: _____



SMALL VESSEL LOAD-OUT LIST

- _____ FLOAT PLAN FILLED OUT & RELEASE FORMS SIGNED
- _____ BOAT KEYS
- _____ LIFE JACKETS UNLOCKED & ENOUGH FOR ALL PASSENGERS
- _____ FLARES
- _____ EMERGENCY HORN
- _____ 1ST AID KITS
- _____ ELECTRONICS (VHF, Cell phone, DGPS)
- _____ CHARTS, MAPS, & DIVE TABLES (as necessary)
- _____ ANCHOR, CHAIN, & LINE
- _____ ENGINE OIL (4- and/or 2-cycle)
- _____ SPARE FUEL FILTER (optional)
- _____ DOCK LINES (minimum of four)
- _____ EXTRA LINE
- _____ BUOYS (if necessary)
- _____ BOAT HOOK
- _____ PADDLE
- _____ BINOCULARS
- _____ TOWELS, PAPER TOWELS, or RAGS
- _____ TOOL BOX
- _____ DIVE GEAR (if necessary: mask, snorkel, fins, weight belt, BC, regulator, depth gauge, SPG, computer, wetsuit, tanks and tank racks, knife/tool, safety sausage, Divemaster kit, O2 kit)
- _____ ICE CHEST (if necessary)
- _____ FOOD & WATER (personal)



FLOAT PLAN

Vessel: _____ Grant/Fund Account #: _____

Boat Operator: _____ Authorizing Signature: _____

Purpose of Operation: _____

Estimated Time of Return: _____

Launch – Date: _____ Time: _____ Location: _____

Recovery – Date: _____ Time: _____ Location: _____

Personnel on Board (if more than 6 list on back):

1. _____ 2. _____ 3. _____
 4. _____ 5. _____ 6. _____

Vessel Checklist (circle which applies)

Fuel Level Out: Full $\frac{3}{4}$ $\frac{1}{2}$ $\frac{1}{4}$	Fuel Level In: Full $\frac{3}{4}$ $\frac{1}{2}$ $\frac{1}{4}$
Oil Level or Mixture: OK? Y N N/A	Oil Added: Type _____ Qty _____
Electronics: Bottom Machine? Y N	Radio? Y N
Anchor & Line: Y N	Dock Lines: Qty _____
Life Jackets Out: Qty _____	Life Jackets Returned: Qty _____
Throwable Cushions Out: Qty _____	Throwable Cushions Returned: Qty _____
Steering Working: Y N	
Boat Box: Key _____	Registration _____ Flares _____
1 st Aid Kit _____	Whistle _____ Fire Extinguisher _____

Trailer Checklist (circle which applies)

Lights Working: Left Right Tail	Lights Not Working: Left Right Tail
Trailer Ball Size: 1 7/8" 2" 2 5/16"	Trailer Coupling Size: 1 7/8" 2" 2 5/16"
Wheel Bearings Greased: Y N	Lug Bolts/Nuts Tight: Y N
Engine Support Engaged: Y N	Safety Chains Hooked: Y N
Tire Pressure: LF ok low RF ok low	LR ok low RR ok low

Return Checklist

Date: _____ Time: _____ By: _____

Engine Flushed: How Long _____ Boat/Trailer/Axles/Hubs: Rinsed **Y** **N** Scrubbed **Y** **N**

Gear Returned & Stored Properly: **Y** **N** Battery Turned Off: **Y** **N**

Maintenance or Items Needed: _____

Parts/Items Installed & Repairs Completed: _____

Items Installed and Repairs Completed By: _____ Date: _____

Float Plan Reviewed By: _____ Date: _____