

**PART 4.0: PROCEDURES FOR NORMAL BOAT OPERATION****4.1 STARTING OUT****4.1.1 PAMELA MAY OPENING UP CHECK LIST**

	<b>ACTION</b>	<b>TICK</b>
1	Board the boat, unlock cabin and slide back roof hatch. Smell for gas.	
2	Check that your mobile phone is charged and in credit. Read defect log to check boat condition after last use. Contact Service Manager Manager for advice. Start Trip Log entries.	
3	Turn on gas ( <b>turn the YELLOW gas isolator 'in line' with gas piping</b> ). Smell for gas. Test light one cooker burner and confirm flame burns mostly BLUE.	
4	Check ignition key, CRT water and bridge key, windlasses (2), mooring spikes (2) lump - hammer, dipstick and gully clearing rod are all present.	
5	Check safety equipment, fire extinguishers (4), obtain lifejackets (3L+2S) from portacabin. If child sizes are required, collect them as well. Check that foil blankets (6), fire blankets (1) first aid kit and throw rope are present.	
6	Place life-ring(s), boat pole and boat hook in a useable position.	
7	Attach safety barrier ropes (or wooden gates if wheelchairs are to be carried).	
8	Place ignition key in your pocket until completion of engine checks	
9	Check diesel fuel level and record in Trip Log.	
10	Carry out engine pre-start checks. Check oil and coolant levels. Check belt tension (half inch maximum movement). Check for evidence of engine leaks. Check for surplus bilge water. Check stern gland greaser. Switch on battery (red key in port side rear of engine bay).	
11	If heating is required, turn control knob to "flame" position.	
12	Fit tiller bar and pin (in cutlery drawer).	
13	Start engine: Check single lever control is in neutral position and gears are disengaged (push lug- switch outboard). Push throttle lever to first stop, plus one inch. (Approximately 45 degrees from vertical). Insert ignition key and turn anti-clockwise to 'preheat' position for 10 to 15 seconds. Check that the voltmeter shows 12 volts. Turn key clockwise, against spring to engage starter motor and turn engine over. Successful starting may require more than one attempt, particularly in winter. When engine starts, check red ignition light is out. Rev engine to extinguish. Reduce revs to fast tick over during warm up time and record start time and hours run meter in Trip Log.	
14	Turn on water pump switch, to the right of the sink in the galley. Check all lights including tunnel headlight. Check horn. Check bilge pump (on ignition panel)	
15	Check supply of toilet paper, towels, kitchen roll, waste bin bags, tea, coffee, fresh water etc.	
16	If wheelchair passengers are to be carried, check full operation of chair lift and wheelchair ramp. <b>If lift is used engine must be running at revs to maintain voltage.</b>	
17	If travelling through locks all crew must be issued with and wear lifejackets/buoyancy aids. (Stored in the Portacabin). Confirm whether child size jackets are required.	
18	Place throttle lever in neutral position. Pull gear lug to 'engaged' position (move inboard). Test ahead and astern power.	
19	Under directions from skipper, remove and stow mooring lines	