**TENDER (and Zodiac) BOAT OPERATIONS CHECKLIST**

**(when using own ship tenders or zodiacs)**

Ship:            Tendering Operations Location:      

Date:             Time(s):            Tender /Zodiac Boat #/name:      \_

Notes:

1. This checklist is to be completed entirely by the first Coxswain of the Tender/Zodiac Boat during prior to tendering operations. It’s completion and remarks, if any are to be reported to the Bridge
2. Subsequent Coxswains are to verify the General Part /Section A and any remarks made by the previous Coxswains in the other parts of this checklist and sign at the end of it. Coxswains may in the course of tendering insert or amend remarks for any of the items on the checklist and hand them over to the next Coxswain. Any further remarks are to be reported to the Bridge
3. This Checklist is to be kept at the conning position during tendering operations. It may be laminated and filled in with a suitable pen / pencil but will be wiped out not later than immediately before the next tender operations check.
4. Once the tender Coxswain reports to the Bridge the completion (or any remarks) of the checklist, the Bridge is to make an entry in the ship’s Log Book: “Tender No. / Zodiac name: \_\_ inspected as per SAF95. No (or with the following) remarks \_\_”

| **No.** | **Item** | **Checked**  **Y/N** | **Remarks** |
| --- | --- | --- | --- |
| **General** **(Section A)** **(to be verified by all Coxswains)** | | | |
| 1 | Coxswain in possession of a valid PSCRB or in case of zodiacs - qualified as a local coxswain or similar equivalent certification by a recognized national body and has had the tender training program (as specific and applicable to zodiacs) |  |  |
| 2 | Coxswain briefed on the Tendering Operation |  | per [Fleet Ops](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/fleet_ops.htm) > [4.0 Marine Operations](http://srv-glas301:82/Leisure/content/parent%20category%20topics/procedures%20and%20operations/deck_operations.htm) > 4.8 Tender & Zodiac Launch Ports & Operations |
| 3 | Chartlet of the tendering area available in the tender |  |  |
| 4 | Local navigational rules, buoyage and lights clarified |  | IALA system = |
| 5 | Areas to be avoided, local routing systems |  |  |
| 6 | Any local notices and instructions issued by the captain of the port as applicable |  |  |
| 7 | Operational restrictions advised |  | max distance from shore /ship =      /     ,  draft =      ,  speed = |
| 8 | Weather conditions and forecast advised |  |  |
| 9 | Currents and tides known |  | Time of HW =       ,  LW =       ,  range =       ,  current direction = |
| 10 | Communication agreed |  | VHF/UHF Ch.=       ,  lights |
| 11 | Landing area arrangements advised |  | Mooring arrangement:       , berthing / unberthing method: |
| 12 | Navigational marks, Leads, Fairway advised |  |  |

| **No.** | **Item** | **Checked**  **Y/No** | **Remarks** |
| --- | --- | --- | --- |
| **Individual (Section B) tender / zodiac boat’s verification-**  **the following, if fitted or applicable, has been inspected or checked and found operational**  **(to be verified by the first Coxswain, subsequent Coxswains to verify any remarks by the previous Coxswains but may insert their own remarks for any of the items) :** | | | |
| **Navigation equipment** | | | |
| 1 | Navigational lights and shapes |  |  |
| 2 | Radar reflector |  |  |
| 3 | Sounding lead or portable echo sounder |  |  |
| 4 | Search light |  |  |
| 5 | Whistle or equivalent sound signal |  |  |
| 6 | Visual signals (extra if also a lifeboat) |  |  |
| **Communication equipment** | | | |
| 1 | Radio (VHF, UHF, FM, DSC) - fixed and/or portable |  |  |
| 2 | Internal amplified communication system, if applicable |  |  |
| **Safety Equipment** | | | |
| 1 | Life Saving Appliances (LSA) - checked and in order |  |  |
| 2 | Fire Fighting Equipment (FFE) – checked and in order |  |  |
| 3 | Means for retrieving person from the water |  |  |
| **Conning Position - Coxswain’s Visibility** | | | |
| 1 | NOT unsighted from the steering position, regardless of his/her height |  | raised platform may be used |
| 2 | Aware of any blind sectors and actions required to monitor these |  |  |
| 3 | There is adequate lookout by crew fore and aft |  |  |
| 4 | Windshield with properly working wipers against rain and sea spray |  |  |
| **Structure and Arrangements** | | | |
| 1 | Emergency arrangements known (engines shut off, operation of fire system, emergency steering, use of oars) |  |  |
| 2 | The boat is adequately manned to moor and unmoor |  |  |
|  | Windows, portholes and side openings can be properly secured against seas and wind |  |  |
| 3 | Mooring ropes and anchor available and secured |  |  |
| 4 | Mooring fittings (bits/ cleats, holding bolts on deck structure and under deck stiffeners and backing plates) inspected and in good condition |  |  |
| 5 | Sufficient number of fenders available |  |  |
| 6 | Additional safety equipment |  | If required by local rules |
| **Freeboard and Stability** | | | |
| 1 | No more passengers onboard than the tender / zodiac max capacity |  | per tender / zodiac certificate |
| 2 | Passengers equally distributed onboard to ensure proper trim, list and stability |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Item** | **Checked**  **Y/No** | **Remarks** |
| **Individual (Section B) tender / zodiac boat’s verification-**  **the following, if fitted or applicable, has been inspected or checked and found operational**  **(to be verified by the first Coxswain, subsequent Coxswains to verify any remarks by the previous Coxswains but may insert their own remarks for any of the items) :** | | | |
| **Power and Propulsion** | | | |
| 1 | Battery compartment visual inspection - secured and in good condition |  |  |
| 2 | Fuel in adequate quantity per the intended tendering schedule |  | in case of bunkering a tender when not recovered in position OP170 is to be used |
| 3 | Engine Compartment visual inspection |  |  |
| 4 | Bilge pump (ensure no oil discharged) |  |  |
| 5 | Instrumentation panel working |  |  |
| 6 | Engine cooling system changed to waterborne operational state – (if applicable) |  |  |
| 7 | Propeller(s) status and condition |  |  |
| 8 | Engines and rudder tested |  |  |
| **Other / additional Equipment** | | | |
| 1 | Two boat hooks |  |  |
| 2 | Anchor with ropes/chain |  |  |
| 3 | Painters / mooring lines; fenders |  |  |
| 4 | Required PPE in use |  |  |
| ***If this is the FIRST tender / zodiac for this Tendering Operation :*** | | | |
| 1 | tendering route assessed and found safe |  | Bridge advised = |
| 2 | landing location (if any) assessed and found safe |  | Bridge advised= |
| 3 | Considerations for marking of fairway by own buoyage |  |  |
| 4 | Other considerations |  |  |
| 5 | Other considerations |  |  |

Coxswain 1: Name:            Signature:            Remarks:

Coxswain 2: Name:            Signature:            Remarks:

Coxswain 3: Name:            Signature:            Remarks:

Staff Captain: Name:            Signature:            Remarks: