

University Of Portsmouth Diving and Underwater Club (UPDUC)

BOAT OPERATING REQUIREMENTS



Change Log

Date	Author	Change
25 th March 2009	R Foster	Issue 1
17 th Nov 2009	C.Boorer and L.Michie	Minor updates

Overview

This document has been written outlining the mandatory operating procedures for the use of the club boat to ensure its maximum and safe use; to allow the whole club maximum benefit.

The contents of this document has been approved and agreed by both the Student Union (SU) and the University of Portsmouth Diving & Underwater Club Committee (UPDUC).

THE CLUB BOAT

Conditions and qualification for its use

- 1 The club boat should only be used for UPDUC or UPSU sanctioned activities and in all cases must be approved by the Diving Officer and Boat Officer prior to the trip.
- 2 The boat must be returned in the same condition it was taken out and any damage occurred by non-UPDUC members must be paid for, without affecting the UPDUC finances.
- 3 The Boat must be returned when agreed to the Boat yard, with all associated equipment returned to the Diving Officer or Boat Officer
- 4 All fuel and oil used on trips must be replenished.

5. Permitted Activities are:

- a. Diving trips
- b. Boat handling exercises/instruction
- c. Wreck hunting
- d. Boat maintenance trips
- e. Student Union official business

6. Activities not permitted are:

- a. Water skiing and other tow related sports
- b. Lunch and pub trips to the Isle of Wight
- c. Unnecessary night trips.
- d. Unnecessarily long trips (Round Island etc)

7. The club has three levels of boat handling.

8. As agreed with the Students Union, all persons using the boat must abide by these rules, which have been set up to prevent misuse and damage to the boat and to ensure safety.

BOAT HANDLING GRADES

UPDUC Boat Handling Grades

In order to ensure the safe use of the boat in all activities, the club has introduced the following boat handler grades:

GRADE 1 UPDUC Boat Handler

- i. Has attained the RYA Level 2, BSAC Boat Handling or Combined Diving Agencies – powerboat grades
- ii. Has demonstrated competency of prepping and launching the UPDUC RIB to the Diving Officer or a delegated UPDUC Diver Cox'n.

Conditions

- i. Can drive the boat with another UPDUC Boat Handler or higher present.
- ii. May not carry passengers, except when supervised by an UPDUC Boat Cox'n or above.
- iii. May not run or manage diving operations except when supervised by an UPDUC Diver Cox'n.
- iv. Area of Operations is limited geographically (See note 1).
- v. No night or dusk operations will be allowed.
- vi. The boat should not be used in winds greater than Force 4 unless accompanied by a qualified UPDUC Boat Cox'n or above
- vii. The boat should not be used in conditions where surface visibility is less than 3 miles.
- viii. A passage plan must be submitted and left with competent shore cover.

GRADE 2 UPDUC Boat Cox'n

- i. As UPDUC Boat Handler plus 10 hours of logged variable condition experience (note 2).
- ii. In addition the Boat Handler must attend a 'Rough Weather/Heavy Sea's' practical session, taught by an UPDUC Diver Cox'n, in Wind Conditions of Force 5 and above and demonstrated competence in poor conditions
- iii. The Boat Handler will have also passed a final assessment to the satisfaction of an UPDUC Diver Cox'n and Diving Officer approval. (See appendix A).

Conditions

- i. May not run or manage diving operations except when supervised by an UPDUC Diver Cox'n. The Diver Cox'n has responsibility for the dive site at all times.
- ii. May carry passengers and supervise unqualified club members and UPDUC Boat Handlers
- iii. Not limited geographically, except where Maritime insurance limits the use of the boat to within 15miles of the UK shoreline, for single engine/single boat operations

GRADE 3 UPDUC Diver Cox'n

- i. An UPDUC Boat Cox that has competently demonstrated to an UPDUC Diver Cox'n, 4 hours of dive site coxing on at least 3 different dive sites.
- ii. The Boat Cox'n must log these hours. This time does not include transit to and from the dive site.
- iii. The Boat Cox'n will have also passed a final assessment to the satisfaction of an UPDUC Diver Cox'n and have Diving Officer approval. (See appendix B).

Conditions

- i. The UPDUC Diver Cox'n must be an experienced Dive Leader and have experience in managing dive sites
- ii. May take the boat out for diving operations within the limits of the club constitution.
- iii. May carry passengers and supervise unqualified club members and UPDUC Boat Handlers.
- iv. Can supervise UPDUC Boat Handlers and above in diving operations.
- v. Undertake the in house assessment and teaching of less qualified members.

General Notes

1. Geographic Restrictions

UPDUC Boat Cox's are restricted to the area between Bembridge Harbour and Gunner Point in the East and Cowes and Calshot Spit to the West.

2. Variable Condition Experience

The 10 hours variable experience means driving the boat in a range of sea states, weather and wind conditions. These conditions must be logged and verified by the boat handler's partner on the boat. These are then checked by an UPDUC Diver Cox'n to ensure enough variety in the conditions.

3. Logged Experience

It is recommended that after 5 hours the logbooks should be reviewed by an UPDUC Diver Cox'n to assess whether the conditions are being met.

4. Furthering Education

All UPDUC Diver Cox's will be encouraged to further their skills by attaining the CDA/BSAC Diver Cox'n exam and RYA Advanced Power Boating Course.

Other Considerations

i. Towing

- a. All persons wishing to tow and launch the boat must have demonstrated competency in towing and launching to an UPDUC approved tower and be able to do so by law.

The DO and BO have a list all UPDUC approved towers

ii. Safety

- a. When diving, the boat must always have surface cover of an UPDUC Diver Cox'n & Dive Manager or a person qualified in both skills.

- b. BSAC Definition of a Dive Manager

An experienced diver for the dive site conditions, subject to the approval of the Diving Officer.

iii. Before any journey is undertaken:

- a. The Boat Check Sheet must be completed and signed off by the person organising the trip.
- b. A Route Planner detailing intended route and duration must be filled in and left with the appropriate person ashore.
- c. These documents are available from the Boat Officer, Diving Officer and are available on the Website.

iv. On return to land:

- a. The Boat Check Sheet must be returned to the Diving Officer/Boat Officer with any non-conformance issues noted.
- b. The 'Boat Hours' logbook must be completed.

v. Non-Conformance

- a. In any case of non-conformance, the problem should be reported to the Diving Officer (or delegate) and the Club Boat Officer.
- b. **NO** attempt should be made to fix/hide the problem once land has been reached. Boat repairs require knowledge and supervision.
- c. If a problem has been fixed at sea, the fix should be inspected and checked by the Diving Officer (or delegate) prior to any subsequent boat trip.

vi. Misuse

- a. The Club Committee reserves the right to ban any individual(s) from either coxing, towing or being on the Club Boat if the individual(s) causes repeated damage or it is considered that the individual(s) are using the equipment without due care and attention and/or have caused a safety risk.

NOTE

These Grades are for the use within the University Of Portsmouth Diving and Underwater Club and Students Union and are not recognised by any national or international body.

END OF DOCUMENT

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Appendix A – Boat Cox'n Assessment

Revised March 2009

The Boat Cox'n candidate must demonstrate to the satisfaction of an UPDUC Dive Cox'n the following skills:

- 1 Preparation of a suitable route for test using the suitable chart and local knowledge.
- 2 Preparation of the boat.
- 3 Launch of the boat.
- 4 Coming alongside a pontoon / slipway
- 5 Holding off a mark in tide / current
- 6 Following a set course and reciprocal bearing
- 7 Man overboard drill
- 8 High Speed manoeuvres
- 9 3-point turn
- 10 Anchoring and recovery of anchor in 10m+ water
- 11 Recovery of the boat
- 12 De-Kit, wash down, refuel and storage of the boat

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Appendix B – Dive Cox'n Assessment

Revised March 2009

The Dive Cox'n candidate must demonstrate to the satisfaction of an UPDUC Dive Cox'n the following skills:

- 1 Full plan for a diving trip on the UPDUC Boat.
- 2 Preparation of the boat.
- 3 Launch of the boat.
- 4 Shotting of dive site
- 5 Diver Organisation
- 6 Diver Deploy
- 7 Marshal Dive
- 8 Diver Recovery
- 9 Shot Recovery
- 10 Recovery of the boat
- 11 De-Kit, wash down, refuel and storage of the boat

HRS OUT:

HRS IN:

BOAT CHECK LIST

DATE:

LEAD BOAT HANDLER

The following list must be completed without fail and all non-conformances must be resolved before the boat goes to sea. Any fault not resolved must be reported to the Boat/Diving Officer.

Launch

Check	Initial	Check	Initial
Trip Form Submitted		Route Plan Agreed with Diver Cox	
Shore Cover Informed		Navigation Light Check	
Fuel and Filters Checked		Oil Checked.	
Anchor and Adequate Line		Flares and Tool Boxes Aboard	
VHF Licence Holder Aboard		Paddles On Board	
VHF In Working Order		Trip Computer Reset	
GPS In Working Order		Engine Checks	
Echo Sounder In Working Order		General Boat Checks	
Fire Extinguisher		Buoyancy Aids for all on board	
Tubes Inflated		First Aid Kit	
Trailer & Light Board Checks			

For Diving and Dusk/Night Operations the Following extra checks need to be made.

Diving Operations

Dusk Operations

Check	Initial	Check	Initial
Oxygen Kit		Exact Course left with shore cover	
Shot Line and Grapnel/Weight		Suitable searchlight	
'A'-Flag		Spare Compass/GPS	
Water		Strobe Lights for life Jackets	
Set Of Mask & Fins			

Recovery

Check	Initial	Check	Initial
Shore Cover Notified		KB Notified	
Boat Refueled		Oil Topped Up	
All Power is Off		Boat Boxes Removed	
Electronics removed		Boat Securely Stored/moored	
Boat Washed Down		Engine washed through	
Cover On		Trailer Locked	
Log Book Filled In		Boat Checked Over	

List Below any problems/repairs done on route

FUEL USED:

Please Hand in This Form with the Boat Kit

