



### 4.7.3 CLOSING DOWN CHECK LIST

	<b>ACTION</b>	<b>TICK</b>
1	Secure PM bow and stern, Ensure that all fenders are in position to protect the hull.	
2	Switch off heater control and allow heater to purge to off condition (3 minutes)	
3	Close and secure all windows, bolt front doors, turn off all lights (don't forget toilet)	
4	Operate bilge pump to clear excess water from engine bilge. Check flow by looking to the rear, port side of boat. When it stops, switch off pump.	
5	With throttle in neutral and gear toggle pushed outboard, switch off engine using black rubber decompression button on panel. Turn key to off position.	
6	Remove tiller bar (place pin in cutlery draw).	
7	Lift up and safely secure the engine space deck board and inform other personnel.	
8	Screw down stern gland greaser until water no longer drips from shaft gland. Use foot to check for free movement of propeller shaft. Check there is no surplus water in bilge area.	
9	Isolate battery in engine compartment by turning switch in line with cable.	
10	Replace engine room deck board.	
11	Turn off domestic water pump switch on right hand side of sink.	
12	Check heater has switched off. If it has turn off gas supply in the forward gas locker, (turn yellow gas isolator 90 degrees to the gas supply pipe)	
13	.Check windlasses (2), mooring spikes (2), lump hammer, dipstick and gully clearing-rod ladder, poles, life ring and ropes are stowed in rear cabin.	
14	Return life jackets (3L+2S), tabards and wooden gates to the portacabin.	
15	Check safety equipment: fire extinguishers (4), fire blankets (2), first aid kit are all stored away. Hang CRT and boat keys on hook to left of entrance.	
16	Clean boat in readiness for next assignment. (Cordless vacuum cleaner available Portacabin). Check toilet for cleanliness and contents level. Empty waste bins and take away rubbish, (don't forget the toilet waste bin). Replace waste bin bags.	
17	Check cabin for personal gear or lost property remaining. Contact trip organiser if needed.	
18	Complete Trip Log, Defect log and Message Log (if necessary)	
19	Close up cabin and windows ensuring all bolts securely in place, front and back. Carry out final visual check from bank- side.	