

City of Darwin Cruises

Kuru, Cherry Pie

Owners: Les and Leslee Reif
Phone : 0428480090, 0401118777

Designated Person: Jevon Reif
Phone: 0417855829

OPERATIONAL PROCEDURES

CREW BRIEFING

- Check crew are fit for work and not under the influence of alcohol or drugs
- Check crew are not fatigued, review work request and vessel log with crew
- Discuss cruise plan including the embarking and disembarking of passengers
- Complete pre-departure checks with crew – check fire extinguishers in area, life jackets, water level, fuel.
- Discuss passenger manifest, passenger particular needs and overall passenger safety
- Remind crew the roof ladder must only be used at dock and the sail preparations need to be done then. Undo the sail bag etc. Note (1)
- Ensure all clients are reminded of the no go area and less than 6 people at a time only below deck toilet side. No access areas to remind clients - Galley side, side deck area, hardtop area. Note (2)
- Checks - Main bulkhead through hatch must be kept shut whilst in operation, Main bulkhead deadlight must not be removed whilst in operation. Note (3)

CREW BRIEFING

DISPOSAL OF GARBAGE

- All garbage to be collected and placed in small bin onboard vessel
- Dispose of general waste in the dump bin at the Cullen Bay bin
- Recyclable items such as glass, aluminium and plastic are to be placed in appropriate bins at the Cullen Bay bin
- Debris picked up from the water to be disposed of appropriately
- Gloves to be used for any debris collected from the water

DISPOSAL OF GARBAGE

DISPOSAL OF WASTE OIL

- No pollutants or oils contained within bilges to be pumped overboard
- Collect waste oil during the servicing of the vessel's machinery
- Waste oil to be stored in sealed containers
- Any spillage of oil into the bilge to be collected and stored in sealed containers
- Collected waste oil to be transferred to Cullen Bay oil disposable container
- Record oil disposal in vessel's maintenance log

DISPOSAL OF WASTE OIL

MAINTENANCE CHECKS

- Check vessel log for overdue items
- Log vessel maintenance and repairs in the (maintenance) log book
- Complete work request form and submit to Designated Person (DP)
- DP to forward work request to contract mechanic
- DP to close off work request at completion in maintenance log book

MAINTENANCE CHECKS

PUMPING BILGES (Limited)

- No pollutants contained within bilges to be pumped overboard
- Open raw water intake valve
- Open deck wash pump valve
- Start deck wash: turn panel circuit breaker on & turn power switch on (starboard wing)
- Observe seawater discharge through deck hose
- Confirm bilge water discharge through deck hose
- Reverse procedure to stop pumping bilge and return to seawater
- Confirm seawater discharge through deck hose
- Repeat process for pumping other bilges opening relevant valves
- To pump the forepeak, open release valve and activate #1 void valve

PUMPING BILGES

REFUELLING

- Refuel via bowsers at Cullen Bay Pontoon
- Raise red flag for bunkering
- Shutdown machinery and isolate batteries
- Turn off mobile phones
- No smoking or naked flames in or around fuelling area
- Place absorbent sausages in vicinity of fill point
- Place fire extinguisher on standby
- All hoses and equipment should be inspected before use
- Establish and maintain effective communication with fuel barge
- Sound tanks and determine fill rate and quantity
- Visually monitor and maintain a vigilant watch during fill
- Record quantity and date in log

Procedure in the event of fuel spillage

- Stop the flow or pollutant overboard into the water
- Inform crew and other vessels in the vicinity that a spill has occurred
- Contact authorities
- Follow directions

REFUELLING

TOWING

- Assess the risk for undertaking an EMERGENCY tow only, otherwise contact Water Police / Darwin Harbour Control
- To affect a tow, check there is appropriate equipment
- Take onboard any people that may be in danger
- Set up a towing light secured to the cabin roof support pillars
- Direct the recipient where and how to attach the towline prior to throwing the line
- Ensure you have a method to slip the tow line if necessary
- Display appropriate shapes / flags
- If possible navigate vessel to nearest, suitable and safe wharf

TOWING

ANCHORING

Anchor is configured for quick release.

Deploying

- Assess anchoring location for shelter from the wind / no anchor zone / submarine cable / channel
- Ensure water depth adequate, 3-5 times the warp (55 meters) depending on wind strength.
- Crew to unlash anchor securing and ready anchor for deployment
- Master to position vessel into wind and come to a stop at selected anchoring position
- Crew to deploy anchor and when anchor bottoms, Master to go astern while paying out anchor rope
- Crew to tie off rope at bow once anchor holding and secure
- Master and crew to monitor anchor hold while at position

Recovery

- Crew to untie rope and ready for recovering anchor onboard
- Master to go ahead while crew recovering line until vessel vertically positioned over anchor
- While maintaining position, crew to recover anchor and stow / secure

ANCHORING

ELECTRICAL SYSTEM

To energise 12 volt dc systems

- Turn on batteries via master key and select either battery bank 1 or 2
- Start engine
- Select on appropriate circuit breaker 1 - 12
- Turn on electronic or electrical device

NOTE: Engine is not required to be running to power the 12 volt system, however circuit breakers to be in off position when energizing system to avoid damage to electronic or electrical devices

To shut down 12 volt dc systems

- Turn off electronic or electrical devices
- Turn off all circuit switches
- Shut down engine

ELECTRICAL SYSTEM

ENGINE START UP

- Turn on batteries via master switch and select either battery bank 1 or 2
- Check engine control lever is in neutral position
- Turn key to ignition position for audio / visual alarms
- Turn key to start
- If the engine does not crank, turn battery switch to Battery 1 - 2 and turn key to START. Turn battery switch to bank 1 or 2 once engine starts.
- Allow engine to reach normal operating temperature before excessive load
- Turn auxiliary circuits on if required
- Proceed on voyage

NOTE: For throttle operation - refer to Morse manual. For high idle or free revving of motor, press button on side of control and adjust throttle to required revs

ENGINE STARTUP

ENGINE SHUTDOWN

- Allow engine "idle down" time in neutral to dissipate heat and gases
- Turn all auxiliary and electronic switches not required to "OFF"
- Press "Stop Button". Turn off key
- Switch battery bank to off via master metal key

ENGINE SHUTDOWN

PASSENGER SAFETY BRIEFING – refer separate instruction

- "Good morning / afternoon. Before boarding I would like to indicate the most appropriate method to board and a couple of items to watch out for (ropes and overhangs etc)
- In the interest of safety I would like to point out certain features of the vessel. This particular craft is a (describe the vessel including survey status)
- The life jackets are located (describe location) and should you desire, one will be provided for you to wear throughout this voyage
- The vessel is equipped with a VHF radio and in the event of an emergency situation contact with a listening station can be made
- In the unlikely event of an emergency, Don't Panic! Please follow all instructions quickly and calmly

PASSENGER SAFETY BRIEFING

EMBARKATION / DISEMBARKATION

- Establish communication between Master and DECK HAND
- Clear passengers from door area
- Safely secure vessel alongside
- Check for wash
- Advise passengers to take care when embarking / disembarking
- Pay attention to passengers with special needs
- Secure gates
- Advise Master

Embarkation / Disembarkation

Final Berthing

- Approach wharf/pontoon at safe speed
- Make sure DECK HAND is at ready with mooring lines
- Identify back up plan in case of control failure
- Secure vessel safely alongside
- Add additional lines if required

Final Berthing

PASSENGER TRANSFERS