

## Open Day Boats / Small Marine Crafts (Non-MSRE Scope)

WHEN TO COMPLETE – Before the start of any Open Day Boats / Small Marine Craft activities

Confirm each control / safeguard below before starting work	Guidance for confirming each control / safeguard	Person(s) Performing Work	Start-Work Verifier
<b>I HAVE CONFIRMED:</b>			
<p><b>1</b> Boat has been inspected.</p>	<ul style="list-style-type: none"> <li>Check for annual boat inspection records.</li> </ul>		
<p><b>2</b> Boat crew understand anti-collision rules / best practices.</p>	<ul style="list-style-type: none"> <li>Engage crew to confirm they understand anti-collision rules / best practices such as:               <ul style="list-style-type: none"> <li>- Slowing down and sounding horn when going round blind bends.</li> <li>- Understanding of slow speed, especially when approaching local paddled canoe to avoid tipping.</li> <li>- Knowing to stay on starboard side of river.</li> <li>- Knowing that vessel on the port side should give way.</li> </ul> </li> </ul>		
<p><b>3</b> Boat crew understand Stop Work Responsibility.</p>	<ul style="list-style-type: none"> <li>Confirm that the crew understands Stop Work Responsibility; when to use it; and willingness to use it.</li> <li>Confirm that the crew know how to recognize and address peer pressure and pressure from above.</li> <li>Check that the crew has a go-to person within Chevron.</li> </ul>		
<p><b>4</b> Required PPE is donned. - FRC required for crew. - PFD required for crew and passengers.</p>	<ul style="list-style-type: none"> <li>Check that crew have donned FRC.</li> <li>Check that crew and passengers have donned PFDs.</li> <li>Check that PFDs are in good condition and appropriate for specific task (type and buoyancy).</li> </ul>		
<p><b>5</b> Required safety, lifesaving, and rescue equipment are in place and in good condition.</p>	<ul style="list-style-type: none"> <li>Confirm that lifesaving and rescue equipment (life rings, life buoys, 2 water bailers, 2 paddles, kill switch, etc.) are available and in good condition.</li> <li>Check fire extinguishers inspection/ service certificates for validity.</li> </ul>		
<p><b>6</b> Fuel system is in good condition.</p>	<ul style="list-style-type: none"> <li>Confirm that the fuel tank is as designed (not modified and no makeshift fuel storage).</li> <li>Verify integrity of fuel hose.               <ul style="list-style-type: none"> <li>- Check that hose is not frayed and not resting on sharp / rough edges.</li> <li>- Confirm there are no leaks (fuel or oil).</li> </ul> </li> </ul>		

<b>7</b>	Sources of ignition are mitigated.	<ul style="list-style-type: none"> <li>• Confirm battery (if applicable) is positioned properly in housing to prevent short circuit.</li> <li>• Check that battery terminals are properly fitted with protective insulation.</li> <li>• Confirm electrical wires and cables are in good condition. No partial contact.</li> </ul>		
<b>8</b>	Communication equipment is available and working.	<ul style="list-style-type: none"> <li>• Confirm communication equipment are in place and working:               <ul style="list-style-type: none"> <li>- Portable radio (VHF or Handheld).</li> <li>- Whistle/horn.</li> </ul> </li> </ul>		
<b>9</b>	Rest hours and adequate manning level have been complied with.	<ul style="list-style-type: none"> <li>• Engage crew to verify that required rest hours have been observed prior to shift. - Check records of rest hours / work schedule.</li> <li>• Check that adequate manning level for the boat is in place.</li> </ul>		
<b>10</b>	Weather report is favorable for the planned activity.	<ul style="list-style-type: none"> <li>• Check that weather reports were received / discussed as part of work planning activity.</li> </ul>		
<b>11</b>	Drug and Alcohol Policy Compliance	<ul style="list-style-type: none"> <li>• Check for understanding of the Drug and Alcohol policy.</li> <li>• Check for understanding of the need to report real or perceived cases.</li> </ul>		
<b>Confirm these controls / safeguards are in place and verified prior to starting work. Stop and seek help if anything changes.</b>				

	Printed Name & Role	Signature	Date
Start Work Verifier			

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[INSERT ILLUSTRATION – IF APPLICABLE]