



Standard Operating Procedure

Maintenance Guideline

-Engines, Boats, Facility

Ownership & Applicability

Person responsible for update of this procedure:	Rescue Captain
Responsible for Activity:	Class Captains ?
Applicable to:	Broadmeadows

Approval

Drafted / Revised	Approved	Revision	Effective from
		A	March 2010
N Mc Shera		B	June 2013
Matt Ryan	D S Moore-Somers	O	May 2016
Ciaran O'Reilly	Matt Ryan	1	May 2018

SOP Owner: _____ Date: _____

Flag Officer: _____ Date: _____

1.0 Engines

- All engines should be serviced a minimum of once per year (ideally before season begins).
- Store engines vertically on stands provided.
- Ensure correct fuel mixture is utilized and that fuel containers are tagged appropriately. **Default is that fuel in containers will be UNMIXED** (pure petrol) as majority of engines are 4 stroke.
- For 2 stroke engines where oil has been pre mixed, use a designated and clearly marked container.
- Ensure petrol is stored only in external fuel store.
- Review logs and liaise with coxswains and rescue boat co-coordinator to assess and resolve any faults or damage reported.

2.0 Rescue & committee boats

- Assess seaworthiness of rescue and committee boats before season begins (ideally as part of risk assessment process).
- Continue to review with coxswains and rescue boat co-coordinator to assess and resolve any damage reported throughout the season.

3.0 Club owned Sailing & Rental Boats

- Assess seaworthiness of club rental boats before season begins (ideally as part of risk assessment process) .
- Continue to review throughout season to maintain seaworthiness.

4.0 Facilities

- Seek to maintain Broadmeadows clubhouse in a clean and tidy fashion.
- Floors (including changing rooms) should be kept dry and clean where possible. Person in charge of each event will organize to clean floors at end of each event.
- Remove rubbish from clubhouse and site.
- Periodically remove any excess material or discarded possessions

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