

Templates for Written Safety Procedures for Small fishing vessels

Sample Maintenance Schedule

Hull	
<p>Regularly check that all watertight closures will keep water out.</p> <p>Verify that closure devices - doors, hatches, windows, port lights, etc. - can be closed easily and completely. Check for warping, that gaskets are in good shape and that a complete seal is maintained.</p> <p>Lubricate mechanisms - latches, dogs - as necessary.</p> <p>Check that water does not enter the vessel by spraying water directly onto closure devices using a hose.</p>	<p>Monthly</p> <p>At least annually</p>
Inspect and renew as needed - Anti-fouling bottom paint / topside cleaning / waxing	End of season
Inspect all through-hull fittings and attachments for leaks.	Weekly
Check all through-hull fittings can be moved to closed position	Week 1
Check all above-deck watertight and through-deck fittings, including cleats, stanchion mounts, hatches, ports, doors, antenna mounts, and the hull to deck seal.	Week 2
Check the cabin interior for water and stains, which could signal a leak and weak materials.	Week 3
Machinery	
Change main engine and auxiliary generator oil and filter at the hours of operation interval recommended by the manufacturer or once a year, whichever comes first.	<p>Insert manufacturers recommended intervals, e.g. "Every 300 hours"</p>
<p>Check fluid levels, oil, water, engine coolant.</p> <p>Check the engine(s) for oil or fuel leaks.</p> <p>Tune up gasoline engines every year and replace electrical parts, such as spark plugs, as needed.</p> <p>Inspect and tighten all hoses and drive belts often. Replace them when they are worn or cracked.</p> <p>Inspect the starter motor and alternator.</p>	Daily
Check that bilge alarms and pumps sound or turn on when activated.	Weekly.
Taking care not to pollute, verify that the bilge pumping system or bilge pump(s) clear water from the bilges.	At least annually.
Maintain painted surfaces and apply a light coating of oil every year to reduce corrosion. [are there pollution issues here?]	Annually

Inspect and service transmissions and outdrive units according to manufacturer's recommendations.	Insert manufacturers recommended intervals
Pressure check outdrive units. Check transmission fluids and gear oil for water. Change transmission fluids and gear oil.	Insert manufacturers recommended intervals and next due date.
Grease universal joint, gimbal bearing, propeller spline, and unit fittings. Check bellows and water seals and replace, if needed. Check and replace the sacrificial zinc anodes on shafts, props, tabs, and other underwater gear, as well as engine-mounted zincs on the underside of exhaust elbows or risers and on the end caps of heat exchangers to guard against corrosion. Clean and service outdrive unit. Verify that the steering gear has its full range of motion and that the gear moves easily, without being loose.	Annually or as recommended by manufacturer.
Check anchor and cable/rope/chain for wear.	At beginning of season.
Electrical System	
Test all circuits for proper operation. Inspect all exposed wiring, fuse/ breaker panels and electrical equipment. Wire insulation should be intact, and contacts and connectors should be secure and clean. Replace defective parts. Secure loose wiring. Inspect and test batteries. Batteries should be in approved boxes or trays, well-ventilated and securely fastened.	
Safety Systems	
Check EPIRB battery validity.	Beginning of season.
Send life raft for servicing at a station accredited by the manufacturer.	As required by regulation - insert date.
Check life raft hydrostatic release unit expiry date.	Beginning of season.
Check lifejackets for deterioration.	Monthly
Check first aid kit and re-stock as necessary.	Monthly
Check fire/smoke detectors (replace battery)	Beginning of season.
Check fire hoses in place and equipment operational (nozzle)	Beginning of season.

Have fire extinguishers inspected by technician.	At recommended intervals and insert next due date.
Other Systems	
<p>Inspect and service the fuel tank, filter, fitting, and lines on a regular basis. Keep tanks free of scale, dirt, and water.</p> <p>Flush and chlorinate the freshwater system.</p> <p>Check all freshwater lines and connections for tightness. Repair and/or replace as needed.</p> <p>Check, clean and lubricate mechanical parts of all systems as needed for proper operation. These systems include hydraulic trim systems, air systems, anchoring systems, and bilge and sanitation systems.</p> <p>Check safety equipment: lifejackets, flares, fire extinguishers, life rafts, life buoys, bilge pumps, oars, anchors, etc.</p> <p>Check radio equipment, antennas, batteries, and backup systems.</p> <p>Inspect and clean covers and upholstery.</p> <p>Replace any outdated or damaged equipment.</p>	
Sailing Vessels	
<p>Inspect all standing and running rigging and sails.</p> <p>Clean and repair sails as needed.</p> <p>Lubricate winches, blocks, turnbuckles, and other mechanical equipment.</p>	