Sandringham Yacht Club Inc.

SAFETY MANUAL

RECREATIONAL BOATING

June 2025

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NOTE: This Safety Manual is authored by, authorised by and approved by the Recreational Boating Sub-Committeee.
Any changes to this document requires the Recreational Boating Sub-Committeee 's authorisation.

1. INTRODUCTION

This Sandringham Yacht Club (SYC) Recreational Boating Safety Manual is designed to help members undertaking events to understand what is required in an emergency, what safety preparation is required before a trip, and what factors to take into account when managing that trip or event.

This manual is not a substitute for common sense or crisis management. Additionally the final decision whether to undertake a trip or an event is that of the vessel's skipper.

This manual covers boating events organised by SYC, not individual activities.

2. PEAK SAFETY AUTHORITY FOR WATER BASED INCIDENTS

The Victoria Water Police Squad have prime responsibility for boating safety on Port Phillip. Other agencies including the Volunteer Coastguard will act under the direction of the Victoria Water Police.

The Victoria Water Police Squad is the State Search and Rescue Authority for Victoria, under the National Search and Rescue Agreement between the Federal Government and the various State Governments.

In Victoria, VHF and HF emergency radio traffic is monitored and recorded by Marine Radio Victoria (MRV) 24 hours a day, 365 days of the year.

3. RECOMMENDATION FOR PARTICIPATION IN CLUB RECREATIONAL BOATING EVENTS

Recreational Boating events can involve strenuous outdoor activities, which may demand physical and mental effort in a variety of weather conditions - resulting in physical tiredness. Participants are expected to possess a degree of self-sufficiency and are able to act where a rescue situation may arise.

All entrants must indicate their compliance with the relevant safety knowledge via their declaration on the online/entry form.

SYC advocates all boat users annually practise a Man Overboard drill and at the very minimum, upon entry of each Recreational Boating event complete a self-safety audit of the vessel – see Appendix 4 - Self Audit Checklist.

4. EMERGENCY AND NON- EMERGENCY SITUATIONS

Emergency	Non- Emergency
Boat in imminent danger	Loss of mast with no injury to crew and boat under control
Loss of life or threat to crew life, serious injury, crew having a heart attack	Collision of boat with minimal damage and no injury to crew
Fire on onboard	Injury to crew where the nature of the injury has been determined as not serious
Loss of mast with injury to crew	Loss of sails over board or other equipment
MOB where crew not recovered or boat unable to assist with recovery	Loss of motor where boat is not in any imminent danger but may require assistance
Boat sinking	
Collision where there is serious damage to the boat(s) where it becomes in a position of imminent danger	
Collision of boats where there is serious injury to crew and/or loss of life	

5. EMERGENCY PROCEDURES

All on-water emergency activity is to be co-ordinated through the nominated Recreational Boating Event Coordinator (RBEC) or Cruise Director on the Club's VHF working channel in the first instance.

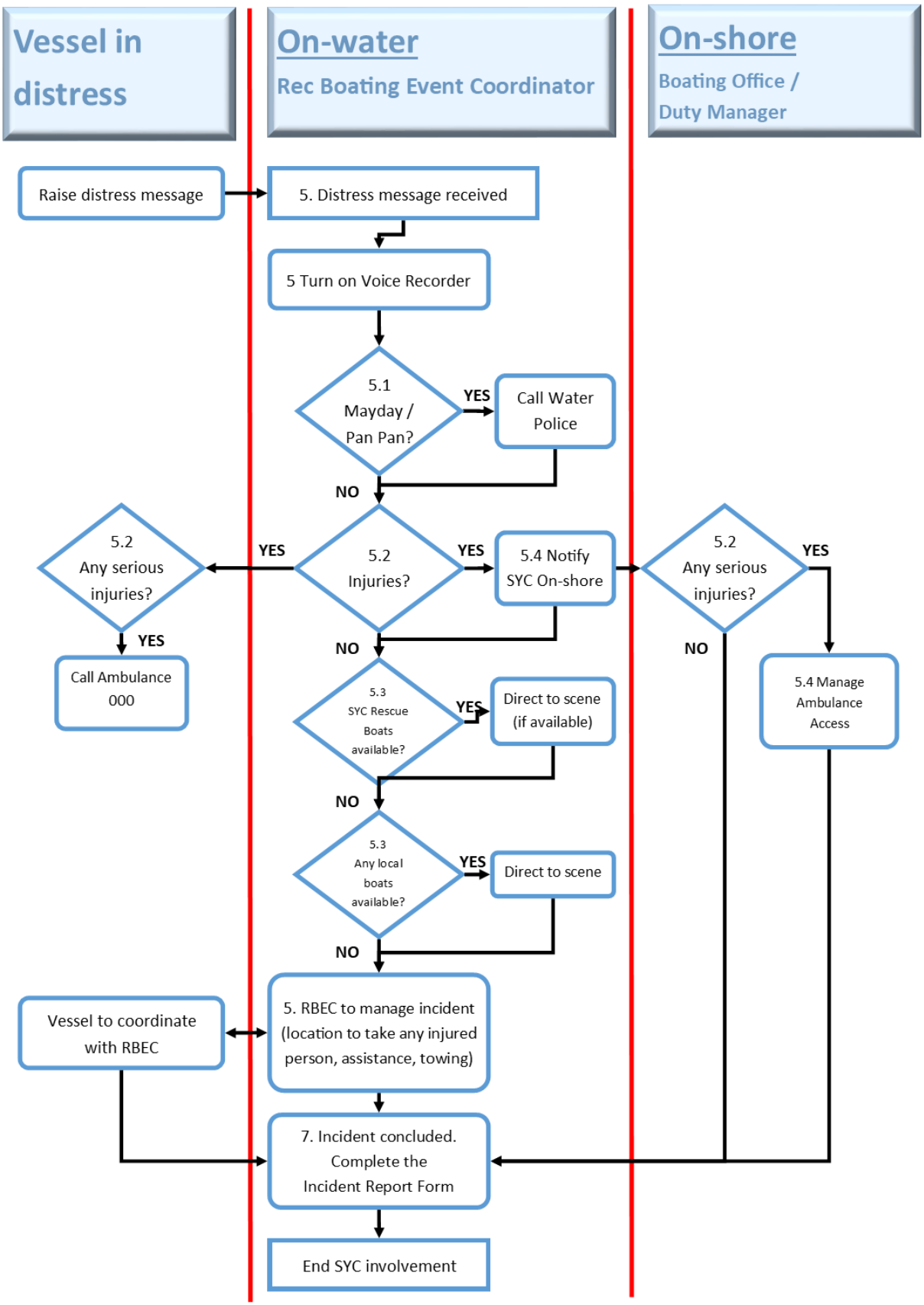
Details of all calls relating to an emergency situation received by the RBEC, staff or SYC members must be either recorded in the Radio Communication Log, in sufficient detail to provide a clear picture of the sequence of events and their timing. A copy of which is included in this Safety Manual (Appendix 1).

Digital recording is encouraged and is more practical in an emergency situation. A digital recorder is available to the RBEC, which can be obtained from the boating office prior to departure. A digital recorder is preferable to using a smart phones recording function as it will not be interrupted by inbound or outbound phone calls. To activate the digital recorder turn on the hold button and to record press the “REC” (red dot button) and leave it on for the duration of the emergency.

The flowchart below sets out a guideline for how a RBEC should coordinate an incident in the event of an emergency.

It is very seldom that a MAYDAY or a PAN PAN distress message is heard on Port Phillip. Most distress messages would be directed to the RBEC during club or interclub events, and pertain to Man Overboard (MOB) or a medical emergency such as heart attack, serious injury or drowning.

Emergency Procedure



5.1. Radio Calling

5.1.1. Sending a MAY DAY -Emergency

MAY DAY indicates that that the vessel or person using it is threatened by grave and imminent danger and requests immediate assistance. The distress signal should not be used under any other circumstances. The call will normally be made on VHF 16 and received by Water Police or Marine Radio Victoria - and responded to on the same channel by them.

Wait about 5 to 10 seconds to see if the authorities have responded to the call, and if not repeat the call. Ensure you stay calm and speak clearly so that your transmission can be understood.

EXAMPLE OF A COMPLETE DISTRESS CALL AND MESSSAGE:
A **MAYDAY** message should be transmitted on the International Distress frequencies, VHF Channel 16 in Port Phillip Bay
DISTRESS CALL
Distress Signal (x 3) - **MAYDAY MAYDAY MAYDAY**
The words - THIS IS VESSEL NAME (Sail Number/Registration), VESSEL NAME (Sail Number/Registration), VESSEL NAME (Sail Number/Registration) (x3)
DISTRESS MESSAGE
Distress Signal - **MAYDAY**
Name/Call sign - VESSEL NAME (Sail Number/Registration)
Position - 50 NAUTICAL MILES DUE EAST, POINT DANGER
Nature of Distress - HAVE STRUCK A SUBMERGED OBJECT AND RAPIDLY TAKING ON WATER. ESTIMATE TIME AFLOAT IS 15 MINUTES, WE ARE DEPLOYING THE LIFE RAFT
Other information - 40 FOOT YACHT WITH WHITE HULL, 4 PERSONS ON BOARD, EPIRB ACTIVATED (if time permits)

OVER

5.1.2. Sending a PAN PAN

The urgency Signal consists of the words PAN PAN. It has priority over all other communications except those concerned with distress. It is a very urgent message concerning the safety of a vessel, or people.

EXAMPLE OF AN URGENCY CALL AND MESSAGE SENT BY VESSEL:
Urgency Signal (x3) - PAN PAN , PAN PAN, PAN PAN
Station Called (x3) - All Stations, all stations, all stations
The words “this Is” - THIS IS
The station calling (x3) - VESSEL NAME (Sail Number/Registration), VESSEL NAME (Sail Number/Registration), VESSEL NAME (Sail Number/Registration)
Urgency Message - 30 NAUTICAL MILES DUE WEST CAPE X, LOST PROPELLER , ESTIMATE DRIFTING AT 4 KNOTS AND REQUIRE TOW URGENTLY

5.1.3. Receiving a MAYDAY call or PAN PAN call via radio or telephone

*Note: SYC **may** assist in a distress (MAYDAY) or Urgency Call (PAN PAN) however; it is the Water Police and /or Coast Radio Melbourne who will be the one(s) that will play the lead role in these situations.*

The station (vessel) in distress will be contacted by the Water Police or Coast Radio Melbourne - usually via VHF radio.

Wait about 5 to 10 seconds before responding in case a more appropriate authority responds; *now – relax!* No one will be concerned that your radio protocol is not perfect. Quiet calm assistance and concentration is far more important than radio protocol. Make notes as you go;

Step 1 Confirm with the caller the transmission is received e.g

- **MAYDAY (Caller, Caller, Caller)**
- **this is VKF800, VKF800, VKF800, – Received MAYDAY**
  (or this is VESSEL NAME, VESSEL NAME, VESSEL NAME – Received Mayday)

Step 2 Record the calling vessel's *AND* the distressed vessel's (if different to the calling vessel)

- name
- call sign
- sail number
- vessel number
- location

Step 3 Determine if the nature of the situation is medical, rescue or assistance.

Step 4 Maintain contact via radio or telephone.

Step 5 Establish the vessel's position and document it.

Step 6 Contact the RBEC or as needed the Victoria Water Police direct

5.1.4. EMERGENCY vs NON EMERGENCY

5.1.5. RADIO STATIONS

- MAY DAY and PAN PAN VHF : Channel 16
- The Coast Guard Network VHF: 80 / 81 / 82 or on HF: 2524
- Coast Radio Melbourne on VHF 16/67 for weather and warnings 24 hours, scanning also HF emergency frequencies.
- Lonsdale VTS (Vessel Traffic Service) for shipping movements on VHF 12/13 and reporting entry and exit at Port Phillip Heads.
- Smithton Sea Rescue, Burnie Radio on VHF 21
- Tamar Sea Rescue from Flinders Island and North Coast Tasmania on HF 2524 4483 and VHF 16, 67, 73 and repeater 80

5.2. Illness / Injury

When there is a distress call raised, the RBEC should aim to find out the following information:

- What is the nature of the **injury /** incident?
- Is anyone still in the water?
- Obtain the mobile number of someone near the patient and who will remain with him/her?
- Is an ambulance required **and has it been requested**?
- If an ambulance is required, is the vessel able to make it to port? If so, agree which port the vessel will be heading to.
- Estimated time to port
- What is the current location of the vessel?
- Does the vessel need assistance?
- What is the patient's name, age and gender?
- Is the patient Conscious? Breathing? Coherent? Communicating?
- What treatment has been rendered?
- How will the patient be moved from the vessel?

Where an ambulance is required, one of the crew on board should call 000, not the RBEC, unless the boat is not in a position to make such call. This is so all 000 questions can be answered by someone who is with the injured person.

If an ambulance is NOT required, determine the nature of support requested.

If they have called via telephone, take their number, request they stand by the telephone and keep the line free for emergency contact.

The RBEC should then direct the vessel to the ambulance meeting point. At SYC the ambulance meeting point is the crane pontoons in the SYC Marina or otherwise as appropriate (i.e. Royal Brighton Yacht Club Marina 9592 3092, Royal Melbourne Yacht Squadron 9534 0227, Royal Yacht club of Victoria 9397 1277, etc.).

The RBEC is to contact SYC Boating Office on VHF 77 or 9599 0922, or alternatively the SYC Duty Manager (9599 0999 or 9599 0918), to enact the emergency response plan. This may also include contacting alternate locations such as RBYC. In any event SYC must be kept briefed of developments.

The SYC emergency response plan includes coordination of staff to meet and direct emergency services at the Yard Gate and to organise access into the other areas of the yacht club if required.

Fleet assistance: where there are suitably trained medical people in the fleet then the RBEC may direct that assistance by means of advice, or if judged necessary – direct contact be made. Additionally, as directed by the RBEC, a vessel may be despatched to provide towing assistance or rescue people from the vessel or the water. The priority is to save lives, not vessels, and not to seriously endanger the rescuing vessel or crew.

5.3. Rescue / Assistance

If the vessel requires assistance and SYC has immediate rescue facilities available these are to be directed to attend where deemed prudent.

- Determine the nature of assistance required. If a vessel is in danger of sinking, or has sunk, try to obtain a position and identification from the caller. Call for nearby vessel assistance.
- Determine the number of crew members involved and their status.
- If a vessel is in danger of sinking or has sunk and SYC is not able to provide immediate assistance, have the vessel call the Victorian Water Police on **(03) 9399 7500** or **000** or **VHF Channel 16**
- (for all MAY DAY and PAN PAN calls).
- Maintain contact via radio or telephone. Request the radio operator to stand by on the Club's Recreational Boating nominated VHF radio channel. Request the telephone operator on the vessel in trouble to keep the phone line available only for emergency contact.

5.4. Missing Persons / Missing Boats

In the case of a missing person / missing boat, rescue coordination must be transferred to the Victoria Water Police on (03) 9399 7500 or 000 or VHF Channel 16. SYC will continue to assist and participate in all ways possible as requested by Victorian Water Police.

5.5. Handover to Victoria Water Police

Water Police should be contacted in all cases where a MAYDAY or PAN PAN distress call has been received or a person is missing overboard. All emergency assistance requests should be passed on to the Victoria Water Police if they ask. They may request SYC to continue participation at any level in any incident. Pass on all relevant information obtained.

When passing information on to Victoria Water Police, pay particular attention to the number of Persons on Board (POB), the location and medical facilities required.

6. EVENT MANAGEMENT INCLUDING ADVERSE WEATHER CONDITIONS

"The responsibility for a boat's decision to participate in a cruising event or race, or to continue racing is hers alone" - RRS Fundamental Rule 3.

6.1. <u>RBEC (Cruise Director) TEMPLATE</u> (Note this template has been derived from The Rec Boat Risk Register and input from experienced boaters and past Rec Boat Captains)

<u>1-2 MONTHS PRIOR</u>		NOT APPLICABLE SHORT OR FIXED CRUISE eg Docklands
Agree likely course	Discuss with • Experienced boaters • Boaters who have been there before	N/A
Fall backs	Examine alternative anchorages or berthing	N/A
Meets guidelines	Includes less than 50NM/day, in daylight hours	N/A
Participants	• Provide with SYC RecBoating Safety Manual. • Offer help from experienced boaters • Provide briefing 4-6 weeks prior • Communicate requirements: MOB, Radio use, emergency flow charts, life raft/dinghy, to sign off comply with Appendix 4 : Safety Audit Requirements. • Provide cruise notes and information	N/A N/A N/A Docklands
1-2 DAYS PRIOR		
Forecast Conditions	Examine range of forecasts, discuss with identified experienced boaters, Boating Office to come to a Go/No-go or modified cruise plan	
Required from skippers	Following required – including sign off • Sign off MOB • All crew details provided • Sign off comply with audits/ boating requirements • Copy of insurance policy	Required from 5-14 days prior with sign on
Crew and Boat Details	Boating Office to keep updated list of boats and participants	
Rescue Capabilities	Understand fleet and experience to be ready to nominate rescue boat in different scenarios and determine if relevant medical experience in the fleet	N/A
FIRST DAY		
Briefing	• Course and information • Skippers responsibility • Deputy cruise director • Radio scheds and channels • Safety briefing incl alcohol, MOB, first aid • Medically trained staff	N/A
DURING CRUISE		
Course	• Continually monitor weather incl, sea swell & discuss if necessary with experienced boaters • Share plans by VHF and radio scheds each day • Be ready to modify plans including "stay in port to ride out adverse weather"	

6.2. Event Communication

At sea schedules for position reporting and inter ship communications will be conducted by the RBEC on Channels notified with the Event Instructions document. All vessels must report their positions as per schedules each day whilst at sea. Any vessels retiring from the event must maintain communication until safely back in Port Phillip or otherwise port of destination.

6.3. *Wearing of Personal Flotation Device (PFD)*

SYC strongly recommends that a Personal Flotation Device (PFD) be worn by all crew members while participating in Club events in strong winds, during the hours of darkness or at other times of heightened risk (as defined in Victorian Marine Safety regulations). This recommendation is the responsibility of the owner / skipper to enforce.

7. EMERGENCY INCIDENT REPORTING

All on-water emergency activity is to be co-ordinated through the RBEC on the event's nominated VHF Channel in the first instance.

All incidents involving SYC including medical, property or rescue, must be recorded either by written notes (Appendix 2) or by digital voice recorder.

All serious incidents must be reported to MSV using the "Marine Incident Record Serious Incident Form" available from:

https://transportsafety.vic.gov.au/__data/assets/pdf_file/0004/31693/Serious-Incident-Form-v7.0-060807.pdf

Use this form for collision, grounding, capsizing, swamping, flooding, loss or presumed loss of vessel, structural failure, loss of stability, fire, explosion, person overboard, onboard incident, other personal injury or close quarters, or for incidents that result in a hospital admission or that involve more than one vessel.

Send completed report to:

Email: marineincidents@transportsafety.vic.gov.au
Fax: 03 9655 6611
Mail: PO Box 2797 Melbourne VIC 3001

And provide a copy to CEO

8. Radio Log Sheet

All **extraordinary** communications involving SYC, particularly including medical, property, rescue, or racing must be recorded via Emergency Radio Communication Log sheet (Appendix 1) and by digital recording when possible.

9. BASIC FIRST AID PRINCIPLES FOR EMERGENCIES

Vessels or crew requesting basic first aid advice should be referred to their "vessel" first aid manual in the first instance.
If the situation arises that a first aid manual is not available on the vessel requesting advice, then advice should be sought via radio communication with either, the RBEC or another participating vessel.

10. USEFUL REFERENCES

- **Victorian Recreational Boating Safety handbook**
  The Victorian Recreational Boating Safety handbook has been updated to reflect the requirements of the new *Marine Safety Act 2010* (Vic) and *Marine Safety Regulations 2012* (Vic) that commenced on 1 July 2012.
- **The Royal Prince Alfred Yacht Club Cruising Regulations (Green Book)**
  This document is based on the ISAF Special Regulations governing Structural Features, Vessel Equipment and Personal Equipment. All amendments to this document are published on the RPAYC website at www.rpayc.com.au

- **BOM forecasts:**
  High Seas Forecasts: http://www.bom.gov.au/marine/high-seas.shtml
  Meteye: http://www.bom.gov.au/australia/meteye/?loc=VIC_FA001

APPENDIX 1: EMERGENCY RADIO COMMUNICATION LOG

SANDRINGHAM YACHT CLUB

EMERGENCY RADIO COMMUNICATION LOG SHEET

Date……. **Time…….hrs.**

COMMUNICATION TYPE

VHF ☐ Mobile ☐ HF ☐ 27mhz ☐

YACHT DETAILS

Name…… Sail Number ……...

Call Sign……. Mobile Phone #:……

SUMMARY OF COMMUNICATIONS RECEIVED AND SENT

What is the nature of the injury / incident?

……
……
……
……
……
……
……

Is there a person in the water? If so, is assistance required?

……

Is an ambulance required and **has it been requested / by whom**?

……

What is the location of the vessel?

……

Is the vessel able to make it to port?

……

If so, which port is the vessel heading to? ……

Does the vessel need assistance? If so, what is the nature of assistance requested?

……
……

Estimated time to port: ……

The mobile number of someone near the patient and who will remain with him/her?

……

SUMMARY OF ADDITOINAL COMMUNICATIONS RECEIVED AND SENT

Time	From (call sign / operator)	To (call sign / operator)	Topic

DETAILS OF PERSON COMPLETING THIS FORM

Name ..…… ……..…….. **Contact Phone number:……..……..……**

Signature …….. **Role: ……..……**

APPENDIX 2: SANDRINGHAM YACHT CLUB INCIDENT REPORT

Report must be countersigned by both your immediate report (if on Duty)
and the Manager on Duty and placed in the blue tray marked
"SYC Incident Forms" inside CEO Richard Hewett's office.

Details of Person OR Club Asset affected by incident		
Name:		Male ❑ Female ❑
Address:		Occupation:
		Age:
		Date of Incident:
Employee ❑ Member ❑ Visitor ❑		Time of Incident:
Mobile:	Home Phone:	Work Phone:

Details of Incident			
Description of Circumstances:			
Exact Location of Incident:			
Details of any Personal Injury:			
Nature of Injury (if applicable)			
❑ Sprain/Strain	❑ Cut/Laceration	❑ Bruise	❑ Burn
❑ Abrasion/Graze	❑ Fracture	❑ Other *(give details)*	
Part(s) of Body Injured			

Medical Attention Provided				
❑ None	❑ First Aid	❑ Doctor	❑ Ambulance	❑ Hospital
❑ Other *(give details)*				
Medical Items used from the First Aid Kit				

Details of any Property Damage: **(describe the damaged items, the damage caused and the approx. value of damage if known)**
If property damage relates to club boats, request the Manager on Duty copy in the following person(s) – scan a copy and email it to the CEO and the distribution list below. If boat(s) are to be taken out of service, and they are scheduled for next day use, you're required to place signage on the vessel and put the boat keys in the safe.

❑ Helen Tetlow	❑ Russell Tyson	❑ James Sly	

Details of Witnesses			
Name of Witness:		Phone:	
Name of Witness:		Phone:	
Details of Staff member completing this form		**Department Head or Area Manager (if on Duty)**	
Name:		Name:	
Signature:	Date:	Date:	Date:
Manager on Duty to complete this section			
Details of any immediate action required / taken:			
Name: Date:		Signature:	

Office Use Only (for completion by Management)		
Action taken:		
First Aid Kit replenished if necessary:		
Follow up call results:		**Date:**
Insurer Notified: **(if so, details)**		
OH&S Committee Notified: **(if so, details)**		
Any follow up required? **(if so, details)**		
Department Head / Area Manager:	**Signature:**	**Date:**
CEO Final sign off:		**Date:**

APPENDIX 3: RECREATIONAL BOATING EVENT DISCLAIMER

You acknowledge and agree to the following:

1. I am aware that Sandringham Yacht Club boating events can involve strenuous outdoor activities in which participants may have had no previous experience and which may demand physical and mental effort in a variety of weather conditions and environments, which may result in physical tiredness.
2. I acknowledge that boating activities can be dangerous. Injury to competitors and damage to boats can and often does happen.
3. I acknowledge and agree that it is my collective and inescapable responsibility to decide whether or not to start in any event or, once having started, whether to continue.
4. I am aware that it is a condition of my participation in activities and events that Sandringham Yacht Club, its members and employees are absolved from all liability whatsoever caused arising out of my participation in these activities and events, or in any way whatsoever due to any negligent act, breach of duty, default and/or omission on the part of Sandringham Yacht Club, its members and employees.

I ACKNOWLEDGE THAT I AM PARTICIPATING IN A SANDRINGHAM YACHT CLUB EVENT OR ACTIVITY AT MY OWN RISK AND AGREE THAT IT IS MY COLLECTIVE AND INESCAPABLE RESPONSIBILITY TO DECIDE WHETHER OR NOT TO START IN ANY EVENT OR, ONCE HAVING STARTED, WHETHER TO CONTINUE.

5. Sandringham Yacht Club and all parties involved in the organisation of boating events at Sandringham Yacht Club accept no responsibility for any loss, damage or injury which may occur to any person or property, whether ashore or afloat, as a consequence of taking part in boating activities at Sandringham Yacht Club.
6. In case of injury or illness, I authorize Sandringham Yacht Club to obtain any medical attention deemed appropriate, including ambulances or other rescue transport, and agree to accept full financial responsibility for all medical and related expenses.
7. I hereby declare that I will accept the judges and organising committee decisions on placing being as final and conclusive. I also agree to abide by the rules as laid down in the Yachting Victoria Log Trial rule book.
8. I acknowledge that I have read and understood the above warning, I agree to be bound by the rules and regulations set out for this event (if applicable) and that of my own free will and desire I am participating in these events and activities at Sandringham Yacht Club.

APPENDIX 4: RECREATIONAL BOATING SELF AUDIT CHECKLIST

SYC Recreational Boating Self Audit Checklist			**Appendix 4**
Boat Name:		Rego:	
Make:		Length (m):	
Model:		Beam (m):	
Skipper:		Draft (m):	

SYC Recreation Boating & Victorian Safety Requirements *The below Maritime Safety Victoria requirements assume that Rec Boating Vessels are greater than 8m and for outside Port Phillip Bay in waters > 2Nm from shore.*	Maritime Safety Victoria	SYC Recreation Boating	Status Y/N
Within Port Phillip Bay (All Vessels)			
Type 1 Lifejacket (Number per person on board)	1	1	
Approved fire extinguishers of min size (if vessel < 12m)	2	2	
Approved fire extinguishers of min size (if vessel > 12m)	3	3	
Waterproof buoyant torch	1	1	
Anchor and rode available in boat	1	1	
Bucket with lanyard (can also double as a bailer)	1	1	
Electric or manual bilge pumping system	1	1	
Hand held orange smoke signals	2	2	
Hand held red distress flares	2	2	
Lifebuoy (if vessel < 12m) - e.g. Horsehoe or Lifesling	1	1	
Lifebuoy (if vessel > 12m) - e.g. Horsehoe or Lifesling	2	2	
Marine Compass (* Vic Marine Safety requirement outside the bay)	-	1	
Marine VHF Radio (* Vic Marine Safety requirement outside the bay)	-	1	
Charts & Guides, not solely electronic, for areas to be sailed		●	
Hand Operated GPS minimum, but preferably fixed installation on Chart Plotter		●	
Heaving Line (min 15m length)		●	
Emergency repair kit including critical spares and tools		●	
Stocked First Aid kit & manual available		●	
Thru-Hull seacock's operate and tapered plugs available, ideally attached to each fitting		●	
Outside Port Phillip Bay (All Vessels)			
Red star parachute distress rocket	1	1	
Inflated Dinghy or Liferaft	1	1	
Registered EPIRB (406 GHz) required, GPS enabled recommended	1	1	
Suitable Anchor and Rode in place, ready to deploy immediately		●	
MOB Retrieval system available		●	
Emergency Water (10 litres in dedicated container)		●	
Second floating torch or Spolight		●	

Additional Items for Sailing Yachts only			
Emergency tiller available		●	
Storm Sails and/or Reefable Jib and Main to 50%		●	
Bosun's chair to climb mast on board		●	
Jack Stays connected and in good condition		●	
Safety Harnesses and/or Tether (1 per crew)		●	
Bolt cutters or alternative method to cut Shrouds		●	
Sharp Knife suitable for cutting halyards and sheets affixed in cockpit		●	

Useful checks to perform before departing outside the bay

- Inspect mast and rigging (sailboats only)
- Inspect life lines, pulpits and stanchions
- Check Nav lights are functioning
- Check manual bilge pump
- Check auto bilge pump
- Check Engine and Transmission fluid levels

Signed		Date	