

Serenity Houseboat



Owner Operating Workbook

POLICY

This workbook is designed to support safe operation of the Houseboat Serenity. Per Houseboat Corporation Bylaws, completion of this workbook is a requirement for all owner operators prior to being allowed to take the houseboat underway. It is a complete document for owner operator training, specifically addressing the Houseboat Serenity.

After completion of the written portion of this workbook and review by the President of the Corporation, the owner operator will be considered qualified to handle the houseboat in open water (Limited Operator). The owner operator will then be required to complete a practical examination with Aramark Executive Services at the owner operator's expense or with another owner with at least five (5) years of experience, in order to be qualified to maneuver the houseboat into/out of the slip and at the fuel/pump-out docks. The Owner Operator will be required to demonstrate a working knowledge of all aspects of handling the boat in close quarters, as described in Appendix A. Upon successful completion of this practical examination, the owner operator will be considered qualified to operate the houseboat in any situation (Unlimited Operator). If the Owner Operator does not complete the practical portion, they will have the option of utilizing Aramark Executive Services Pilotage Services, at their expense, in order to take out the houseboat. Sufficient experience may be deemed adequate to waive this practical examination, at the discretion of the President or Board of Directors.

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1. Owner Operator of the Houseboat

The individual must demonstrate his/her knowledge of boat operations and have satisfactorily demonstrated a thorough knowledge of the appropriate sections of this workbook. Every individual has the responsibility to become acquainted with the houseboat's environment. You are encouraged to take full advantage of every opportunity to become familiar with the houseboat equipment, operating procedures, and other arrangements needed for the safe operation of the vessel. If you feel you have not reached the level of familiarity required for performing a task, you have the obligation to bring this fact to the attention of the President of the Corporation.

As an additional requirement to this workbook, Aramark Executive Services or experienced owner will administer a practical examination. This practical exercise is intended to demonstrate the candidate's ability to handle the houseboat under varying conditions. During the exercise, the examiner may ask questions on subjects included within, but not limited to, this workbook.

2. Houseboat Characteristics

Knowing the physical characteristics of a boat is the first step to understanding what can and cannot be done in any given situation. The owner operator should be familiar with these characteristics, since these characteristics help define how the vessel is expected to perform under varying conditions.

2.1. Serenity Houseboat Characteristics

2.1.1 Hull

a) Of what material is the houseboat hull constructed, and what floatation, if any, is built into the hull?

b) Hull Dimensions

<i>LOA</i>	<i>Beam</i>	<i>Draft</i>	<i>Weight</i>

2.1.2 Propulsion and Fuel Capacity

<i>Size/Description</i>	<i>Engine HP</i>	<i>Fuel Type</i>	<i>Gallons</i>

2.1.3 Expected Performance

<i>Cruise RPM</i>	<i>Max RPM</i>	<i>Cruise Speed</i>	<i>Max Speed</i>

2.1.4 What is the maximum number of people aboard the Serenity underway?

2.1.5 What is minimal safe manning for the houseboat when underway?

2.2. Engine Terminology and Steering Systems

2.2.1. Why should the houseboat operator know basic engine terminology?

2.2.2. Briefly describe the following parts/terms of the engine and steering system:

a) Out Drive:

b) Propeller:

c) Anti-cavitation Plate:

d) Skeg:

e) Power tilt switch:

2.2.3. What type of steering system is used on the houseboat?

2.2.4. What size batteries does the houseboat carry and where are they located?

2.2.5. What is the size of the generator aboard the houseboat and briefly describe its operation.

2.2.6. What is the inverter and where is it located?

2.3. Troubleshooting

What are some things to look for if the following occurs?

2.3.1. Starter will not operate.

2.3.2. Starter turns engine over, but engine will not start.

2.3.3. Engine idles irregularly or stalls.

2.3.4. Warning buzzer sounds.

2.3.5. Loss of engine power.

3. Houseboat Operator Underway

3.1. Communications

All personnel operating the vessel should have a basic working knowledge of all communications systems on the houseboat, both internal and external.

3.1.1. Where are the VHF radios located on the houseboat?

3.1.2. List any frequencies that should be monitored and why.

3.1.3. Describe the process to contact another vessel or NPS via VHF radio.

3.2. Basic Operations

3.2.1. Describe the location and operation of the navigation lights aboard the houseboat.

3.2.2. Briefly describe what must be done prior to getting the houseboat underway including the starting process for the main engines.

3.2.3. Describe the fueling procedure.

3.2.4. Describe the Blackwater pump-out procedure.

3.3. Emergency Procedures

The potential for emergencies when operating a vessel is ever present. As the owner operator you must take precautions for the protection and safety of passengers in emergency situations. You must demonstrate a thorough knowledge of local conditions that could affect the safety of your vessel and be able to perform an initial assessment of damage and damage control.

3.3.1. Emergency Signaling

- a) Briefly describe the process for issuing a distress call on the VHF radio:

- b) What emergency signaling devices are available aboard the houseboat, and where are they located?

3.3.2. Fire Aboard the Houseboat

Fire aboard any vessel is a serious matter. Understanding how to act based on the type of fire and the equipment at hand is important. You must be able to demonstrate knowledge of fire prevention and suppression aboard the houseboat.

- a) What are the classes of fires?

- b) What equipment is available on the houseboat for firefighting and where is it located?

c) How would you combat a fire in the engine compartment on the houseboat?

d) How would you combat a fire in the cabin of the houseboat?

3.3.3. Flooding

a) Describe the process for combating flooding aboard the houseboat?

b) What type of bilge pumps are on the houseboat, where are they located, and how do they operate?

3.3.4. Collision & Grounding

a) What should you do if the houseboat is involved in a collision or allision?

b) What should you do if the houseboat becomes unintentionally grounded?

c) What should you do if the propeller strikes a rock?

3.3.5. Man Overboard

a) What should be your immediate actions if a person falls overboard?

b) Describe the rescue procedure for a man overboard.

3.3.6. Responding to External Emergencies

All mariners, should have an appreciation of the procedures to be followed for rescuing persons from the sea, assisting a vessel in distress, and responding to other emergencies which arise on the water.

a) What should you do if another vessel requests emergency assistance?

b) Describe the procedure to take another vessel in tow.

4. Navigation

The art of navigation has been addressed by thousands of books, and a complete course in this workbook would not be feasible. The internet has extensive material that is available for study including structured learning programs. At a minimum, the owner operator must demonstrate the ability to operate safely and determine the vessel's position by use of all navigational aids and equipment fitted on board.

4.1. Charts and Publications

The owner operator should have a general understanding of the various types, scales, and uses of nautical charts and other printed aids to navigation.

4.1.1. What is the scale of a chart?

4.1.2. What types of charts are available on the houseboat?

4.1.3. Do electronic charts have a scale; explain?

4.2. Terrestrial Navigation

An owner operator should be able to demonstrate the ability to determine the vessel's position by use of:

1. Landmarks
2. Aids to navigation, including lights, beacons, and buoys
3. GPS

4.2.1. If you are heading up river on Lake Powell, what side should the green and red buoys be relative to the vessel in order to ensure that you are in the main channel?

4.2.2. What are natural ranges and how can they be used?

4.2.3. What are aids to navigation (ATON)?

4.2.4. What ATON are you most likely to encounter on Lake Powell and how can you use them to determine your location?

4.2.5. How would you navigate if caught in a limited visibility situation with no electronic navigational aids?

4.2.6. What electronic devices are available for navigational use on the houseboat?

4.3. Global Positioning System

The Global Positioning System is growing to become the standard navigational tool for today's mariner. A basic understanding of the system, its operation and limitations are needed to fully understand and apply it as a navigational tool. The owner operator should become familiar with the use of GPS and common terminology.

4.3.1. What is GPS?

4.3.2. What is the difference between GPS and Differential GPS (DGPS)?

4.3.3. Can GPS be relied upon under all conditions to provide error free position information? Why?

4.4. Magnetic Compass

The owner operator should become familiar with the use of magnetic compasses, and have knowledge of its errors and corrections.

4.4.1 What is the difference between true course and magnetic?

4.4.2 What errors or corrections are associated with magnetic compasses?

5. Seamanship

Webster defines seamanship as "the skill of a seaman". It is an art, not an exact science, and skill in seamanship, as in any art, can be obtained only by practice and experience. For this reason, this section has been kept short. During the practical exercise, the candidate will demonstrate his/her skills to the examiner.

5.1. Vessel Handling

The owner operator should be familiar with factors affecting safe maneuvering and handling, along with the proper procedures for approaching features such as the beach, fuel/pump-out docks, and the slip (see Appendix A). Questions in this section may be discussed with the examiner during the practical exercise.

5.1.1. Describe briefly some of the vessel handling characteristics of the houseboat.

5.1.2. Discuss briefly the procedure for getting underway from the slip, once engines are online and the houseboat is ready to get underway.

5.1.3. Discuss briefly the procedure for coming alongside a dock.

5.1.4. Discuss briefly the procedure for beaching the houseboat.

5.1.5. Discuss briefly the difficulties faced in transiting narrow channels.

5.1.6. Discuss briefly boat handling problems in rough seas.

5.2. Tying Up Alongside, Docking, and Anchoring

5.2.1. What standard mooring lines are used on the houseboat alongside a dock? And in the slip?

5.2.2. When coming alongside the dock, which line is normally passed first and why?

5.2.3. When departing the dock, which line is normally taken in first?

5.2.4. What ground tackle is aboard the houseboat?

5.2.5. Describe briefly the procedure for anchoring the houseboat on the beach.

6. Rules of the Road

All mariners should have an understanding of the basic Rules of the Road. A copy of the Rules of the Road is maintained on the houseboat for review; this copy should not be removed from the boat.

6.1. Steering and Sailing Rules

6.1.1. Define the following terms and explain their responsibility.

Stand-on vessel:

Give-way vessel:

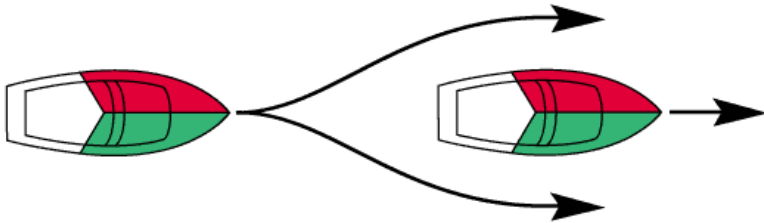
6.1.2. Described what is commonly referred to as “the general prudence rule.”

6.1.3. What set of Rules of the Road apply to houseboats operating on Lake Powell (Inland or International)?

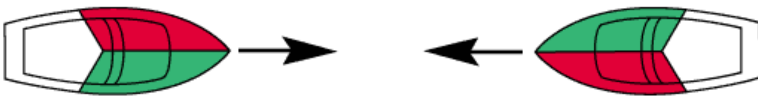
6.1.4. List the vessel hierarchy in order of the vessel that must give way based on ability of maneuver?

6.1.5. Define the specific situation in each of the illustrations below, label the stand-on and give-way vessel, indicate the course the give-way vessel should take (with an arrow), and note the whistle signals, if any, that each vessel should make.

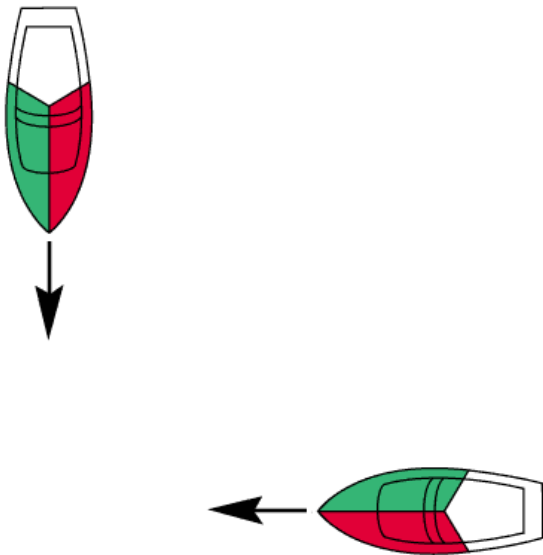
a) Situation: _____



b) Situation: _____



c) Situation: _____



6.1.6. What is an indication that a risk of collision might exist with another vessel?

6.2. Lights and Shapes

6.2.1. What navigation lights are required on the houseboat?

6.2.2. If anchored out in open water, what lights should the houseboat exhibit?

6.2.3. What light may only be exhibited by a law enforcement vessel?

6.2.4. What dayshape should be exhibited by a sailboat underway using engines?

6.3. Sound and Light Signals

6.3.1. When maneuvering in sight of another vessel, what do the following whistle signals mean?

a) One short blast:

b) Two short blasts:

c) Three short blasts:

d) Five short blasts:

6.3.2. If an agreement regarding an overtaking, meeting, or crossing situation has been made via VHF radio, do the vessels still need to sound the appropriate whistle signals?

6.3.3. When getting underway from the dock, what whistle signal should be made?

6.3.4. What is the danger signal?

6.3.5. When nearing a bend in a narrow channel where other vessels might be obstructed from view, what sound signal should be made?

6.3.6. You see a vessel displaying a square green flag over a volleyball, what could this be signaling?

6.3.7. Name ten visual signals for a vessel in distress.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

7. Safety

Safety is always important, but it is particularly crucial at Lake Powell due to your remoteness and the resulting delay in aid. Safety in houseboat operations is of utmost priority and should not be compromised for any reason.

7.1. General Safety Procedures

Everyone on the houseboat is responsible for safety, both for yourself and your companions. A thorough understanding of the safety policy should be communicated by the owner operator to all passengers.

7.1.1. Outline the houseboat safety rules for the following:

a) Personal Floatation Devices (PFDs):

b) Shoes:

7.1.2. Who is responsible for safety on the houseboat?

7.1.3. Where can PFDs be found on the houseboat?

7.2. Medical

The owner operator should have an understanding of the practical application of medical guides and advice by radio, including the ability to take effective action based on such knowledge. Owner operators are encouraged to obtain First Aid and CPR training and to familiarize themselves with the houseboat's first aid kit. Also, encourage guests to plan ahead and bring plenty of any required medications and prescriptions.

7.2.1. What medical equipment is available on the houseboat and where is it located?

7.2.2. What immediate action would you take if a serious injury occurred while beached in the houseboat?

7.3. Pollution Control

The owner operators are responsible to ensure compliance with pollution-prevention measures. Fines and criminal charges can and will be brought against violators. The owner operator should be aware of the precautions to be taken to prevent pollution.

7.3.1. What are the requirements for dumping of human waste at Lake Powell?

7.3.2. Briefly describe the procedure you would follow in the event of a fuel spill from the houseboat.

7.3.3. When, and to whom, must an oil/fuel spill be reported?

APPENDIX A

OPERATIONAL QUALIFICATIONS

The following houseboat maneuvering and handling proficiencies must be demonstrated to the examiner's satisfaction:

Signature/Date

Preparing to get the houseboat underway

Getting houseboat underway from dock/slip

Maneuver houseboat alongside dock/into slip

Navigate houseboat in restricted waters

Maneuver to pick-up object in water

Wake reduction

Securing the houseboat in the slip
