

## ULSAC Trip Planning Checklist

### 1-2 MONTHS IN ADVANCE

- Determine site - known/unknown
- Make website signup active
- Take deposits
- Accommodation booked
  - Does it have parking for boats on trailers?
  - Sensible costs?
- Locate air shop
  - Any special filling times?
- Locate nearest recompression facility
- Check launch facilities available
  - Special requirements for launching?
  - Costs?
  - Locate facilities e.g. toilets/changing?
- Call Harbour master/Coastguard
  - Special requirements/permissions for travelling in the port/area?
- Check boats in good working order
- Check membership status of signups
- Carry out risk assessment
- Email attendees with plan
  - meeting times
  - travel plans
  - essential kit
  - contact details
  - accommodation type
  - tents/sleeping bags
- Plan buddy pairings
- Delegate people to various tasks:
  - prepare boats
  - prepare shotline
  - prepare food
  - get air fills
  - put up tents
- Plan food arrangements
- Assign people to vehicles

### 1 MONTH IN ADVANCE

- Plan journey
- Print directions to:
  - accommodation,
  - launch site
  - air shop
- Book transport:
  - vans
  - MPVs
  - personal cars

- Pick dive sites
- Check tide times
- Get reliable GPS coordinates
- Plot boat journeys (SOLAS sheets)

### 1-2 WEEKS IN ADVANCE

- Send ULU trip form to Angela Jelfs
- Send travel plan to Angela Jelfs

### FEW DAYS IN ADVANCE

- Buy food
- breakfast
  - lunch
  - dinner
- Buy water for the boats
  - Give postcodes to drivers for SatNavs

### DAILY BASIS DURING TRIPS (Commence night before diving)

- Check weather with coastguard
- Advise coastguard you are going diving
- Radio Harbour Masters (as above)
- Charge radios
- Air fills
- Fuel boats
- Buy more fuel
- Contact Diving Officer to confirm trip safety at end of diving day

# ULSAC Trip Packing Checklist

## DIVING EQUIPMENT

(fill in dotted lines with appropriate numbers)

- ..... cylinders
- ..... stab jackets
- ..... regulators
- ..... weight-belts
- ..... Marinox kits
- Spare O2 cylinders

### Personal kit

- Dry bags
- Wet bags
- Tents

### SPECIAL PERSONAL KIT:

## BOAT EQUIPMENT

(add numbers on dotted lines based on how many boats being taken)

- |  |  |
|--|--|
| <input type="checkbox"/> ..... Oars                | <input type="checkbox"/> Green weight-belt crate                 |
| <input type="checkbox"/> ..... A flag(s)           | <input type="checkbox"/> SOLAS sheets                            |
| <input type="checkbox"/> ..... Emergency boxes     | <input type="checkbox"/> Grease guns (travel in towing vehicles) |
| • Tool kit   | <input type="checkbox"/> Boat oil                                |
| • First Aid kit                                    | <input type="checkbox"/> Shotline                                |
| <input type="checkbox"/> ..... Flare boxes         | <input type="checkbox"/> ..... Lightboards                       |
| <input type="checkbox"/> ..... Throw bags          | <input type="checkbox"/> ..... Pumps                             |
| <input type="checkbox"/> ..... Emergency fuel cans | <input type="checkbox"/> ..... Anchors                           |
| <input type="checkbox"/> ..... Fuel lines          | <input type="checkbox"/> ..... Radar reflectors                  |
| <input type="checkbox"/> Fuel jerry cans           |  |

## DIVE MANAGEMENT BOX

- Curly kill chords
- GPS units
- Radios and waterproof cases

## DIVE MANAGEMENT BAG

- Boat slates
- SOLAS slates
- Hitch keys and Allen keys
- Dive Management sheets
- WaveMaster sheets
- Tide almanac
- Pencils, sharpener, eraser
- SOLAS sheets

### ADDITIONAL NOTES: