



**2017 RIDE THE DUCKS
SAFETY STANDARDS**

TO: ALL 2017 RTD & EMPLOYEES

FROM: Frank English, Safety Manager

RE: 207 All-employee Safety Standards

These safety standards apply to all employees and we must have your signature on file before you can begin work. Additional standards may apply to your position. Safe & Smart!

1. Perform your job in accordance with your training and all established operating and emergency procedures. Do not exceed any employee physical restrictions.
2. Do not perform in a position until your trainer or supervisor signs you off.
3. Do not let anyone perform your task and/or job function unless your supervisor approves it.
4. **Do not operate equipment that you believe to be unsafe.**
5. If a guest or an employee is injured in your area of responsibility, provide immediate assistance to the best of your ability (people first!) and notify a supervisor.
6. Be continuously on the lookout for unsafe conditions and notify your supervisor if any are found.
7. YOU are responsible for your sign offs. Make sure you know and comply with what is required of your position(s).
8. Injuries caused as a result of not following these safety standards may subject you to disciplinary action, fines or other actions as state law may dictate.

Employee Name (Print)

Employee Signature

Date

Supervisor Signature

Date

at RIDE THE DUCKS we are SAFE and SMART



RIDE THE DUCKS FLEET MAINTENANCE INSPECTION

PURPOSE: The purpose of this inspection is to ensure the vital systems of the Duck are in good working condition. This inspection consists of, but is not limited to, the examination and functionality of the mechanicals, electrical systems and the testing of all emergency safety devices. Service Bulletins, third party audits and vehicle/vessel documentation will also be subject for review.

DEFINITIONS AND DIRECTIONS:

1. **HULL:** The outer shell of the Duck (water tight envelope)
 - Examination of the Hull, consist of the shell plating, structural members or stiffeners that are attached to the shell. All areas are to be inspected for cracks, fractures and excessive corrosion.

2. **SHAFTING:** All shafting, that when engaged, will create movement of the Duck when in the water.
 - Inspection consists of the prop shaft, prop, bearings, bushings, packings and gear box. In addition, as a minimum, inspect prop shaft support (v-strut) safety guards and servicing of connections (universals joint). Rotate the system by hand to ensure no dead spots occur. Dead spots generally occur when bearings are fatigued or a shaft is riding too far to one side of a bushing due to misalignment.

3. **FIRE FIGHTING AND PROTECTION SYSTEMS:** Devices that provide early warnings of a potential fire and the equipment that is deployed in the event of a fire.
 - All sensors and alarms should be tested to ensure they function properly. Ventilation closures (fire doors) should be deployed to ensure a tight seal is

achieved. Ensure CO2 nozzles are properly directed and piping is secure. All extinguishers should be properly dated.

4. DE-WATERING SYSTEMS AND BILGE ALARMS: Electrical pumps located low in the bilge that will automatically disperse unacceptable amounts of water that could potentially enter into the Duck.
 - Early warning alarms provide the Master a signal that the Duck is taking on water and needs to head to shore. In addition, some units provide a mechanical Higgins pump that will run continuously when the prop is in engaged. The amount of water dispersed from a Higgins pump is governed by the speed of the engine gear or RPM. All pumps and alarms should be tested to ensure they are working and sounding properly. Hoses and wires should be inspected for chaffing and that all clamps are securely tightened. When examining the Higgins pump you should ensure the shaft key is extended and painted RED. In addition, the chain should be checked for proper adjustment.
5. EMERGENCY EQUIPMENT: All hand held devices and systems onboard to assist in emergencies, for example man overboard, communication, soundings and floatation equipment.
 - Ensure all life jackets are in good condition, properly labeled and stowed in a manner that is readily accessible. Count to ensure the right amount of life jackets are on board. Inspect and ensure you have two life rings and one throw rope bag and that the life rings are properly labeled. Test the means of emergency communication, by way of both radio and horn soundings. Inspect the curtain release system deployment handle and adjust if necessary. All placards directing passengers in an emergency situation should be replaced if damaged or illegible.
6. STEERING: The primary system that maneuvers the Duck during normal operations on the water and the back up system in the event of primary failure.
 - It is critical that the timing of the main steering wheel and the rudders coincides with the stopping points on the front axle. Inspect the primary helm station chain tension and inspect the primary helm station cable (rudder cable). Look for chaffing and/or tight, sharp bends in the cable. Ensure the rudder(s) is/are properly sealed to the hull. Inspect the general condition of the rudders. Inspect all fasteners that support the rudder systems. Test and repeat the steps above to the secondary (emergency) steering system. Ensure it can easily switch from primary to secondary. Replace keeper pin if damaged.

FLEET OPERATIONS MAINTENANCE CHECK SHEET

FIRE PROTECTION

- FIRE DOOR CLOSURES
- FUEL TANK HEAT SENSORS
- FUEL TANK VAPOR DETECTION
- ENGINE COMPARTMENT VAPOR DETECTION
- CO2 ENGINE SHUT DOWN (TEST) check engine blower to ensure inoperable
- CO2 NOZZLES FREE AND CLEAR / SECURE
- ENGINE COMPARTMENT BLOWER AND CHECK BALL
- FIRE EXTINGUISHERS B1 & B2
- FUEL SHUT OFFS 1 & 2
- VAPOR TIGHT FLOORING

DEWATERING & WATER TIGHT FITTINGS

- ALL BILGE ALARMS / TEST
- HIGGINS PUMP INSPECTION / CONNECTIONS / TEST
 - ◇ CHAIN & ALIGNMENT
 - ◇ PICKUP HEAD / SCREEN / TIGHTNESS
 - ◇ KEYWAY / EXTENDED KEYWAY
 - ◇ SERVICING
- ELECTRIC BILGE PUMPS / CONNECTIONS / MOUNTS / TEST
- HULL DEBRIS
- OUTLETS FLAPPERS
- SEA CHEST LID INSPECTION / FASTENERS / INSPECTION PORTS
- DRIVE SHAFT BULK HEAD BEARING/ CONDITION / BOOT
- PROP SHAFT BUSHING / DRIVE SHAFTING / BEARING
- PROP / RUDDER PACKING TYPE SEALS
- PROP / RUDDER PACK LESS TYPE SEAL
- BRAKE AND AIRLINES
- STEERING BOX

AIR SYSTEM

- COMPRESSOR PRESSURE RELEASE VALVE
- WIRING CONNECTIONS
- COMPRESSOR CONDITION
- SYSTEM TEST / REGULATOR
- TANK MOUNTING AND CONDITION
- PROP ENGAGER MICRO SWITCH / FUNCTION / ADJUSTMENT
- AIR LINES

MECHANICALS

- TRANSFER CASE / MOUNTS / FLUIDS / FUNCTION
- BATTERY CONNECTION / COVERS
- DRIVE SHAFTS / GREASED / CONDITION / FUNCTION
- PROP GEARBOX / FLUID / MOUNTING / FUNCTION
- PROP ENGAGER / CONDITION / FUNCTION
- 4 WHEEL DRIVE REVERSE / FUNCTION / MOUNTING TIGHTNESS
- KEEL COOLER / SHUT OFF VALVES / PIPING
- FUEL PUMPS / NO LEAKS / FUNCTIONAL
- RUDDER CABLES / CHAFFING / OPERATIONAL
- WHEEL CHAIR LIFT / SECURE / OPERATIONAL
- HATCH DOORS / RUBBER SEALS / 35PSI SPRAY TEST
- HEAD CLEARANCE HATCH / CONDITION / FUNCTIONAL
- REAR STAIRS / FRACTURES / LATCH / OPERATION/ CABLES/ SPRINGS
- CANOPY/ CONDITION

FUEL TANK

- TANK / NO LEAKS / SECURE
- HOSES AND CONNECTIONS / DOUBLE CLAMPED
- GROUNDING STRAP
- ELECTRICAL CONNECTIONS
- FUEL VENT / WIRE MESH
- FUEL CAP / CONDITION / FUNCTIONAL
- USCG APPROVED / STICKER

CAPTAINS STATION

- CAPTAINS SEAT / CONDITION / SECURE
- IGNITION START UP / GAUGES / ENGINE FUNCTION
- P.A. CHECK / EMERGENCY COMMUNICATION
- TRANSMISSION SELECTOR/ FUNCTIONAL
- LIGHTING / NAVIGATIONAL / LANDSIDE / EMERGENCY / FLASHING MOB
- WINDSHIELD / WIPERS / FUNCTIONAL
- MIRRORS / FUNCTIONAL / VISUALLY SEE REAR FULL LOAD MARKS
- BRAKES / HAND / BRAKE BOOST
- HELM STATION / CHAIN / MOUNTING / TENSION / FUNCTION
- STEERING COLUMN / TIGHTNESS / FUNCTION
- TRANSMISSION /MOUNTS / FLUID / SHIFTING
- STEERING BOX
- DRIVESHAFT / SERVICING / U-JOINTS / DAMAGED
- DRAPING AND CHAFFING / LOOSE ELECTRICAL / PIPING
- FUSE BOX / PROPER FUSE SIZES / PROPER WIRE COLORS
- LIFE RING / ROPE BAG / BOAT HOOK
- ORANGE EMERGENCY BOX
- FIRST AID KIT / UP TO DATE / COMPLETE
- ALL EMERGENCY PLACARDS
 - ◇ COI INSPECTION STICKER

- ◇ EMERGENCY CHECK OFF/INSTRUCTIONS
- ◇ FUEL SHUT OFF
- ◇ NO SMOKING
- ◇ Co2 DEPLOYMENT INSTRUCTION
- ◇ VENT DOOR CLOSURE HANDLES
- ◇ ENGINE COMPARTMENT BLOWER INSTRUCTIONS
- ◇ EMERGENCY CURTAIN RELEASE HANDLES / INSTRUCTIONS
- ◇ DASH PANEL LABELS
- ◇ ALARMS AND SENSORS BOX LABELS
- ◇ LIFE JACKET INSTRUCTIONS
- ◇ PROLUSION CONTROL
- ◇ VESSEL OFFICIAL NAME AND HULL NUMBER
- ◇ STATE REGISTRATION ID STICKER
- ◇ DUCK PRODUCTION NUMBER
- CURTAIN RELEASE SYSTEM / TEST
- EMERGENCY RUDDER / FUNCTION / TEST

ENGINE COMPARTMENT/ AREA

- BATTERY CONNECTION / COVERS
- DOUBLE CLAMPS ON HOSES
- CHECK BILGE ALARM
- VAPOR DETECTION / TEST / MOUNTING / LOCATION
- HEAT DETECTION / TEST / MOUNTING
- 300 AMP FUSE / COVER / CONDITION
- HATCH SEALS
- BELTS / BRACKETS / FASTENERS / FLUIDS
- FUEL LINES / LEAKS / CONNECTIONS
- SPARK ARRESTED CARB / USCG APPROVED
- FUSE BOX / PROPER FUSE SIZES / PROPER WIRE COLORS
- ANCHOR ARRANGEMENT / SECURE / CONDITION

UNDER CARRIAGE

- FRONT SPRING HANGERS BOLTS
- REAR SUSPENSION BOLTS & UPPER STRUT MOUNT BOLTS
- FRONT AXLE THIRD MEMBER SIGHT TUBE / THRUST ADJUSTER
- AXLE BOOTS 1 & 2 / SIGNS OF OIL LEAKS / PINCHING
- STEERING STOPS / RUDDER FULL RANGE OF MOTION
- SAFETY WIRES AND COTTER PINS
- DRAG LINK / GREASE BOOTS
- SHACKLE ATTACHMENTS FOR TOW HOOKS
- CHECK ALL FASTENERS FOR TIGHTNESS
- KEEL COOLERS / BRACKETS / THROUGH HULL FITTING
- TIRE CONDITION / TREAD / LUG NUTS / SPLIT RING
- ALL BRAKE ROTORS WEAR / BRAKE LINES / FITTINGS / AXLE BOOTS
- FRONT & REAR AXLE DIFFERENTIALS / SIGHT TUBE / THRUST ADJUSTER