

A brief update on the procedures involved in booking the Whaly:

1.0) Before the day

The Whaly must be booked by an approved helm by use of the booking calendar accessed via the SAMM Jigsaw on the internet.

2.0) On the day

Obtain the ignition key for the Whaly from the CTD Reception.

The log should be filled in at the start and end of the hire period. The Whaly log can be found in a plastic folder, in the battery locker, it is mounted on card and a pen is provided.

At the start of the hire

Date Column – Enter date of use.

Helm's Name – Print helms full name.

Mobile Phone Number – Enter mobile phone number of the helm.

Hour Start Meter – Check hour finish meter and enter the number into hour start column.

Fuel Level – Check fuel level and enter the closest actual reading from the following; $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, full, also include a (s) to indicate at start.

At completion of the hire

Hour Finish Meter - Check hour finish meter and enter the number into hour finish column.

Fuel Level – Check fuel level and top up to the level as indicated at the start, enter the corresponding value with a (F) to indicate at finish.

Notes Column - Enter any relevant comments

Replace the log and pen in the battery locker.

Return the ignition key to the CTD Reception.

Notification

If when leaving the Whaly the fuel level is showing less than $\frac{1}{4}$ notify a member of the RUG Committee ASAP.