

OPENING THE LOOKOUT

Side 1 of 2

External

- Hoist Union flag (unless wind is, or is forecast to be, Force 7 or more) and put out Collecting Box.
- Open Visitors Centre – raise blind, switch on radar monitor (use wooden steps). **Confirm that the touchscreen and radar screens are working.**

On entry

- Take a quick scan around sea & coast.
- **Check that you closed the external key safe.**
- **Unlock the west door** (your fire escape) and check it is not obstructed outside.
- Unlock secure cupboard and return its key to the hook.
- **Return door key to the key safe** in the secure cupboard.
- **Read the whiteboard.** Note any tasks that are due.

Equipment

- Set up binoculars and telescopes and adjust focus. **HANDLE WITH GREAT CARE.**
- Switch on radios & after the 3 beeps press “CLEAR” twice on each. CHECK that this has resulted in the radios being tuned to the correct channels as shown and that the volume is sufficient.
- Turn on radar and computer. Set up later.
- Check phone and ensure tape recorders are powered and re-wound.

Left	Right
0	P1 (65)
16	67

Chart Table and Log

- Take out logbook, ruler, notepad and laminated tidal stream chart and actual weather and inshore waters forecast scripts from Watch Keeping Box. Place chart instruments on chart table.
- Open log. Note any relevant items from last watch. Enter ‘*Lookout & VC clean and tidy*’ (or otherwise) to show compliance (or not) with minimum housekeeping requirements (see overleaf).
- Enter tide times on laminated tidal stream chart.
- Initial names at top of log page at start of watch.

Check equipment

- Log on to computer as ‘Watchkeeper’ and start Vesseltracker. **Open PQ website and ensure that webcams and weather gauges are working.** Report any failures by telephone to the IT Manager.
- **Check that the radar is set up correctly.** Click the ‘TX’ button on the display. It should show echoes on headlands, be centred and with gain and clutter settings on ‘automatic’.
- **Check that signalling lamp and handheld VHF radio work** and that fog signal available.
- Log ‘*Equipment tested*’ and result, e.g. “*and OK*”. Note any deficiencies in log and follow deficiencies notice procedure after logging on with the Coastguard.

Log on with Coastguard

- Check sunset time shown on weather station and whether evening watch is manned (if applicable) by consulting Dutyman.
- When logging on, tell the Coastguard how long we are on watch today until.



OPENING THE LOOKOUT

Side 2 of 2

Housekeeping

- **Ensure heating is set correctly.** It is simple!
 - Adjust room thermostat (near West porch door) to raise or lower the room temperature
 - **Do not adjust anything on the individual heaters.**
- Read Notices and Deficiencies Notices.
- Check Letter tray for personally addressed items.
- Check notice boards for new information.
- Return this checklist to its 'home'.
- Ensure that PQ complies with the following minimum housekeeping standards at the end of the watch.

PQ Minimum Housekeeping Standards

1. Food debris cleaned up and taken home
2. Front counter and kitchen area clean and tidy
3. Coffee etc. stains cleared up
4. Mugs washed up and left clean
5. Floors in Lookout and VC swept and if necessary washed
6. Dead flies etc. removed and window ledges brushed
7. Porch and VC entrance checked for rain entry and cleaned and dried as far as possible
8. Any boot scrapers usable (i.e. not filled with old mud and muck)
9. Toilet checked for cleanliness and red valve lever set to off (vertical position)
10. Rubbish and paper box to be taken away for disposal.

Other cleaning

1. Whenever possible aim to clean the windows and do other tasks.