

OLYMPIC end of trip handover NOTES
To be taken home

EITHER record the status, shortages and problem information below before you leave the boat, **OR** take a picture of page 1. *When you get home follow the checklist below.*

- Copy Gas, Toilets, Water and Fuel information from front sheet.
- Record any other shortages that you have not been able to rectify, e.g. broken cups and glasses.
- Record any supplies you have exhausted, e.g. used last oil, fuel or water filter.
- Finally record any problems that could impact next trip.

Water <i>of 785 litres</i>	F	
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1. Inform all members of boat location, status, shortages and problems; use the email address all@olympic.me.uk (include copy of checklist page if available).
2. Consider if you can rectify any of the shortages or problems before the next trip; remember they are your problem (note that Clive has spare window glass for main and loo windows).
3. Positively handover responsibility to next user, you may need to do this before you leave the boat if they are already on their way. The user diary can be found at www.olympic.me.uk
4. Complete a Trip Account Sheet, blanks are at www.olympic.me.uk