

# Pygmy Boat Class pre arrival Procedures & Checklist

For each boat to be built in a class, print this document and use the printed copy to check off the items received as noted below. Physically check off each item on this list and then collate all documents into a scan file named **WBS AMM ymdds** with the following documents attached (WBS manager to initial each item to confirm all documents are attached) :

Manager Start End  
Initial Page Page

- \_\_\_\_\_ - All Pages of this form
- \_\_\_\_\_ - Addition or expanded pages, photos, etc relating to damaged or missing kit parts
- \_\_\_\_\_ - Completed WBS waiver and contract forms for each boat building group
- \_\_\_\_\_ - Safety acknowledgement after first day safety briefing
- \_\_\_\_\_ - Attach page(s) to this document of narratives and photographs of each and every accident along with insurance filing documents.

**1. Class information :**

a. Class start date : \_\_\_\_\_

**2. Student information**

a. Student Information

i. Primary Student :

Name : \_\_\_\_\_

Phone : \_\_\_\_\_

Email address : \_\_\_\_\_

ii. Second Student :

Name : \_\_\_\_\_

Phone : \_\_\_\_\_

Email address : \_\_\_\_\_

iii. Third Student (extra \$100 fee for each student beyond the two) :

Name : \_\_\_\_\_

Phone : \_\_\_\_\_

Email address : \_\_\_\_\_

iv. Fourth Student (extra \$100 fee for each student beyond the two) :

a. Name : \_\_\_\_\_

b. Phone : \_\_\_\_\_

c. Email address : \_\_\_\_\_

### 3. Boat information

- a. Boat kit type name : \_\_\_\_\_
- b. Date boat kit received (should be 2 weeks before start of class) : \_\_\_\_\_
- c. Issues noted and follow up actions taken to resolve the situation. Send an email to Pygmy to request replacement for any damaged or missing parts. Include an additional pages as necessary with notes, emails and photos :

\_\_\_\_\_

- d. Date all materials confirmed in good order and ready for class : \_\_\_\_\_
- e. Date glue up completed and ready for class : \_\_\_\_\_
- f. WBS Manger signature confirming all preparation complete and ready for class :

\_\_\_\_\_

- i. Receipt of boat kit supplies and panels contents inspection. Check off each item as inspected for presence, labeling and absence of any damages
  - 1. Box 1 of 2, supplies, same for all boats
    - a. Cockpit coamings
    - b. 2.25 gallons epoxy. Depending on the edition the gallons needed can range from 1.5 to 3.
    - c. 36 feet of 6 oz fiberglass cloth
    - d. Fiberglass tape
    - e. Wire
    - f. Squeegee
    - g. Dental syringes
    - h. Vinyl gloves
    - i. Wood flour
    - j. Calibrated Pumps
    - k. Stirring sticks
    - l. Steel push pins
    - m. Temporary frames
    - n. 2-part seat
    - o. Keeper's® footbraces
    - p. Illustrated construction manual

2. Box 2 of 2 Panels kit (long narrow box). Locate the name of the boat to be built as provided by Pygmy in the 15 pages which follow and use the illustration to ensure all panels are included in the package and are in good order. Note any damaged or missing parts and document damaged parts with a photograph.

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## 4. Student communications

### a. Prior to arrival

#### i. Two weeks prior to start of class

1. Send **Pre-class Email Template** for each boat to be built that is addressed the email address for all students in the group with a Copy to [woodenboatschool@ammfl.org](mailto:woodenboatschool@ammfl.org). This email will contain the following attachments.

- i. Class Manual (from Pygmy)
- ii. Safety documents. See links at 1.e. at <http://staff.ammfl.org/admin.htm>
- iii. AMM WBS waiver and contract forms. See links at 7.b. at <http://staff.ammfl.org/admin.htm>

b. Date sent : \_\_\_\_\_

2. Make a follow up telephone call made to each student to ensure email was received and answer any questions regarding content and to ensure that additional class fees will be paid to students beyond the first two

a. Date calls completed : \_\_\_\_\_

3. Follow up to ensure all the signature pages from the **AMM WBS waiver and contract forms** have been signed, scanned and received via email attachment from the lead student for all students in the class. These documents are to be attached to this checklist document

a. Date all completed forms received and attached hereto : \_\_\_\_\_

### b. Day prior to First day of class

- i. Ensure all items completed and checked off. Contact George Floyd regarding any issues or deficiencies.
- ii. Collate all documents regarding this class through this point and scan in as **WBS AMM ymmdda**

WBS Manager signature indicating all documents successfully prepared and scanned: \_\_\_\_\_

### c. First day of class

#### i. Introductions

- ii. Group photo with students lined up in order of the Liability Waiver documents. Photo to be printed and attached to scan file.
- iii. Shop tour
- iv. Safety Briefing and location of
  - 1. Fire extinguishers
  - 2. Eyewash
  - 3. First aid cabinet
- v. Obtain sign off on form in book (to be included with the Scan file)
- vi. Overview of schedule for the 7 day class by review of the Class Manual
- vii. WBS Manager to review to certify all matters noted above were reviewed and all questions were answered to the satisfaction of the students.
- viii. Ensure all items completed and checked off. Contact George Floyd regarding any issues or deficiencies.
- ix. Collate all documents regarding this class through this point and scan as **WBS AMM ymmddb**

WBS Manager signature indicating all documents successfully prepared and scanned: \_\_\_\_\_

d. Daily Class checklist. The following items to be completed at the end of each day of class

i. Tasks to be completed each day include

- 1. Document any accidents with a detailed written explanation and photographs. Attach page(s) to this document of narratives and photographs. Contact George Floyd regarding any accidents that merit an insurance filing
- 2. Observations, Questions and Suggestions related to
  - a. Process improvements
  - b. Problems encountered
  - c. Documentation improvements such as expansions to the Class manual, etc
  - d. Statements from students regarding the content and evaluation of instructor performance
- 3. Photos of key achievements and other progress all along the way using the Trip Camera. Ensure all students are included each day
- 4. Make a Facebook post from the narrative and photos for the day
- 5. Collate all documents regarding this class through this point and scan in as **WBS AMM ymmddcn** Note that the “n” pertains to the date of the class

WBS Manager signature indicating all documents successfully prepared and scanned: \_\_\_\_\_

- 6. Use prn2file printer to append photos to the document scan.

- ii. Certification by WBS manager at end of each day of class is provided for in a separate sheet for each class day.

e. After class completion

- i. Perform an inventory of tools and supplies and purchase replenishment as needed.
  1. Download the Excel **Supplies inventory worksheet** from 3.c.5. at <http://staff.ammfl.org/admin.htm>
  2. Use the code or description in the "Sub Location" column to locate and count each item listed. Place the updated count in the yellow highlighted "Quan on Hand" column. Note that the yellow highlighted "Order quan" column will change to the amount to be ordered to replenish stock to an amount at or above "Quan on hand".
  3. Once this is completed for all item utilize the AMM Amazon account to add all needed items to the shopping cart, but DO NOT check out.
  4. Send the updated spreadsheet to GKF for review who will then place the order.
  5. Upon receipt of replacement goods, compare to the order list to ensure everything is received and integrate the replacement stock in with the existing inventory.
- ii. Collate all documents regarding this class through this point and scan in as **WBS AMM ymmdx**

WBS Manager signature indicating all documents successfully prepared and scanned: \_\_\_\_\_

1. Day 1 - WBS Manager signature to verify the daily class checklist has been completed : \_\_\_\_\_



2. Day 2 - WBS Manager signature to verify the daily class checklist has been completed : \_\_\_\_\_

3. Day 3 - WBS Manager signature to verify the daily class checklist has been completed : \_\_\_\_\_

4. Day 4 - WBS Manager signature to verify the daily class checklist has been completed : \_\_\_\_\_

5. Day 5 - WBS Manager signature to verify the daily class checklist has been completed : \_\_\_\_\_

6. Day 6 - WBS Manager signature to verify the daily class checklist has been completed : \_\_\_\_\_

7. Day 7 - WBS Manager signature to verify the daily class checklist has been completed : \_\_\_\_\_