

STANDARD OPERATING PROCEDURES

These SOPs contain detailed information on the safe operation and proper ongoing maintenance of the REYC yachts. They are for the benefit of all users of these yachts, not just the crew who happen to be on board at present, and it is imperative therefore that they remain complete, arranged in the correct page order and undamaged.

Please observe the following instructions:

1. Individual pages are not to be marked in any way. This includes chino-graph ticks/crosses on inventory pages.
2. Individual pages are not to be removed. Apart from the grounding report and sail damage form.
3. SOP's are to be stowed carefully and not allowed to get wet.
4. No amendments to SOPs are to be inserted without authority from the Bosun.

May 2012

INDEX

SECTION 1. GENERAL

- 0101. INTRODUCTION
- 0102. STATUS OF PERSONNEL AND REYC YACHT
- 0103. LOSS OF EQUIPMENT AND STORES

SECTION 2. STANDARDISATION OF NAUTICAL TERMINOLOGY AND SEAMANSHIP

- 0201. INTRODUCTION
- 0202. HELM ORDERS
- 0203. SPRINGS
- 0204. USE OF WARPS
- 0205. REEFING
- 0206. JACKSTAYS
- 0207. SPINNAKERS
- 0208. CLEATING OF A ROPE
- 0209. MANOEUVRING IN CONFINED WATERS

SECTION 3. TAKEOVER AND HAND-BACK

- 0301. INTRODUCTION
- 0302. PROCEDURE

- Annex A. INVENTORY LIST FOR TAKEOVER / HAND-BACK
- Annex B. REYC CRAFT TAKEOVER / HAND-BACK CERTIFICATE
- Annex C. SAIL REPAIR FORM

SECTION 4. SAFETY

- 0401. INTRODUCTION
- 0402. EXPLOSION RISK – GAS AND BILGE ROUTINE
- 0403. COOKING GAS ROUTINE
- 0404. ENGINE
- 0405. SMOKING
- 0406. HEADS AND SEACOCKS
- 0407. LOG PADDLE WHEEL
- 0408. SAFETY AT SEA – PERSONNEL
- 0409. SECURITY
- 0410. CARE AND CLEANLINESS – MAKE AND MEND

SECTION 5. INSTRUCTIONS TO SKIPPERS

- 0501. INTRODUCTIONS
- 0502. AUTHORITY OF SKIPPERS
- 0503. SKIPPER'S RESPONSIBILITIES
- 0504. DELEGATION OF DUTIES
- 0505. ABANDON SHIP
- 0506. ROUTINE MAINTENANCE
- 0507. DEFECTS AND REPAIRS
- 0508. DOCUMENTATION
- 0509. CLAIMS OF EXPENSES
- 0510. VISITS TO FOREIGN PORTS
- 0511. CUSTOMS AND IMMIGRATION
- 0512. MANNING STANDARDS AND AREA LIMITATIONS FOR SKIPPERS
- 0513. COLLISIONS AND GROUNDING
- 0514. ENSIGN AND BURGEE ETIQUETTE
- 0515. ENGINE RUNNING SPEED
- 0516. VHF COMMUNICATIONS

Annex D. Crew limitations for REYC yachts.

Annex E. Crew briefing.

Annex F. Summary of safety, Emergency and Navigation equipment which must be carried onboard.

Annex G. Abandon ship ready grab items to take on life raft.

SECTION 6. INSTRUCTIONS TO ENGINEER/ELECTRICIAN

- 0601. GENERAL
- 0602. BATTERY ISOLATING SWITCHES
- 0603. TAKEOVER CHECKS
- 0604. ENGINE DAILY ROUTINE CHECKS

Annex H. Diesel engine instructions.

Annex I. Checking diesel fuel level.

SECTION 7. RUNNING RIGGING

- 0701. RIGGING
- 0702. RUNNING RIGGING

SECTION 8. REPORT OF COLLISION OR GROUNDING

- 0801. GENERAL
- 0802. COLLISION
- 0803. GROUNDING
- 0804. REPORT OF COLLISION OR GROUNDING FORM

SECTION 9. HELICOPTER TRANSFER

- 0901. GENERAL
- 0902. COMMUNICATIONS
- 0903. PROCEDURES
- 0904. COURSE AND SPEED
- 0905. SAILS AND ENGINE
- 0906. VISUAL SIGNALS
- 0907. USE OF STRETCHER
- 0908. CAUTION

SECTION 10. WINCH MAINTENANCE

- 1001. GENERAL
- 1002. WASHING
- 1003. SIX WEEKLY ROUTINE
- 1004. SIX MONTHLY ROUTINE

SECTION 11. ARMY OFFSHORE SAILING CENTRE STANDING ORDERS

SECTION 12. YACHT CERTIFICATION

SECTION 1

GENERAL

0101 INTRODUCTION

1. The objective of the REYC Standard Operation Procedures (SOP's) is to provide guidance and instruction to Skippers and crew of REYC boats embarked on charter and Adventure Sail Training Expeditions.
2. The SOP's should be read in conjunction with the yacht systems pack, that provides detailed material data for individual yacht systems and also holds the yachts certification.

0102 STATUS OF PERSONNEL AND REYC CRAFT

3. The appearance and behaviour of crew ashore and afloat, and the appearance and conduct of vessels, is to reflect credit on the REYC, for whom crews are in essence ambassadors. This is particularly important in foreign ports.

0103 LOSS OF EQUIPMENT AND STORES

4. Loss or damage of equipment is to be reported to the Bosun. If any loss or damage is subsequently judged to be as a result of negligence, those responsible will have to replace the item. All items must be replaced on a like for like basis.

SECTION 2

STANDARDISATION OF NAUTICAL TERMINOLOGY AND SEAMANSHIP PRACTICE

0201 INTRODUCTION

1. Many charters will be teaching crews, who will possibly be attending JSASTC in the future. Below is some guidance on nautical terminology and seamanship practice so that skippers can avoid causing confusion in the minds of novices.

0202 HELM ORDERS

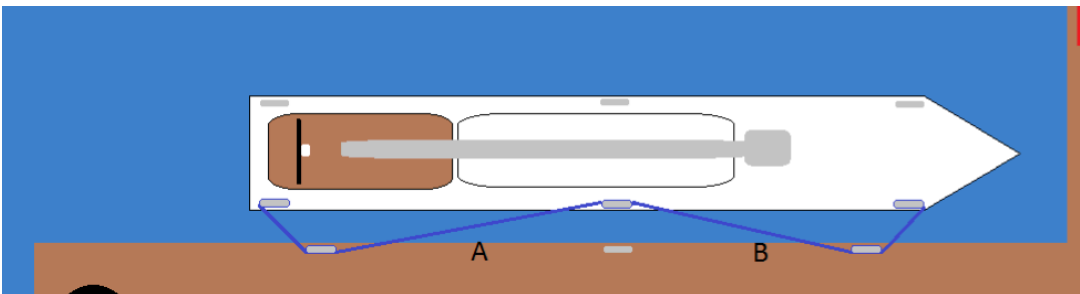
2. Helm orders for going about should be:

- a. Ready about - crew prepare sheets, stack winches, etc.
- b. Helm to lee or lee ho (not both) - the helms-person is putting the helm down.
- c. Let draw - This is the order to let go of the weather sheet after tacking and to haul the lee sheet.

3. Helm orders for Gybing should be:

- a. Ready to Gybe - crew prepare sheets, slack winches, etc.
- b. Gybing - the helm is turning the stern of the boat through the wind, all crew should be aware of the boom coming across as this is a dangerous manoeuvre.

0203 SPRINGS



- A. is a Back spring.
B. is a Head spring.

0204 USE OF WARPS

4. The following expressions have meanings as under:

- a. 'Double up' – To put up extra warps as extra shore lines, this is mostly done in adverse weather conditions but should also be done when leaving the yacht for prolonged periods.
- b. 'Single up' – To reduce the number of shore line's when they have been doubled up.
- c. 'Slip line' – A continuous warp from the yacht, through a ring ashore and back to the yacht.

5. A common call before casting off from the shore will be 'prepare slip lines and single up fore and aft.'

0205 REEFING

6. 'Earring' – The short rope used on the clew of a mainsail when reefed as safety in case the reefing pendant breaks. When reefing the use of earrings is not mandatory, however earrings are always to be used if reefing ties are put into sail.
7. 'Reefing Ties' – Reefing ties should be lengths of bungee, not rope.

0206 JACKSTAYS

8. The wires or webbing running along the deck onto which the crew can attach their safety harnesses 'Jackstays' and should be named as such.

0207 SPINNAKERS

9. On yachts with double sheets and guys, the GUY attaches to the SHEET and the sheet to the Sail.
10. Spinnaker handling is actively encouraged at the REYC, it's instructors as well as JSASTC's expect candidates that are putting themselves forward for Yacht-Master Coastal to be fully versed in their use.

0208 CLEATING A ROPE

11. A rope should be taken around a cleat making a circle, cross, circle. Otherwise called o,x,o.

0209 MANOEUVRING IN CONFINED WATERS

12. For safety reasons it is REYC practice to adopt the following procedures when manoeuvring yachts in confined waters:
 - a. Mainsails cover off.
 - b. Mainsail to be bent onto boom ready for hoisting, sail ties in place, halyard attached to mainsail head.
 - c. Headsail furled but ready to deploy.
 - d. Anchor ready for use in emergency.

SECTION 3

TAKE OVER AND HAND BACK OF REYC YACHTS

0301 INTRODUCTION

1. Takeover is when the yacht is taken over by a skipper / instructor other than the designated Custodian. Hand back is when a yacht is handed back to a Bosun, or a representative or the next designated skipper.
2. The purpose of a TAKEOVER / HAND BACK is to ensure that:
 - a. All equipment and stores are accounted for.
 - b. Skipper and crew know what equipment is available, and where it is stowed.
 - c. There are NO deficiencies that will delay the next crew sailing.
3. The yachts have an inventory list that details where each item is stowed. It is the responsibility of a skipper when leaving the yacht to ensure all kit and equipment is left stowed correctly and ready for sea, and that the yacht is scrupulously clean.
4. A TAKEOVER / HAND BACK Certificate is to be signed on all occasions of TAKE BACK / HAND BACK by the person receiving the yacht. A specimen certificate is shown at Annex B.

0302 PROCEDURE

3. General.
 - a. An inventory check is to be conducted as per the TAKEOVER / HAND BACK list at Annex A and on completed a TAKEOVER / HAND BACK Certificate is to be signed.
 - b. All equipment is to be located in the place designated for it on the inventory list.
 - c. Once the inventory check has been concluded, it is the skipper's responsibility to conduct a 100% inspection of the yacht for serviceability of all fixtures and systems.
 - d. The defects book and Ship Log are to be inspected by the skipper taking over the yacht.
 - e. Any deficiencies are to be rectified by the charterer immediately. Where that has not been possible, the deficiency should be noted in the Takeover / Handover Certificate (Annex B).
 - f. The yacht must be returned with a **FULL TANK OF FUEL** failure to do so **will incur a fee** due to loss of man hours.
4. Hand-back procedure when a bosun is unavailable.

- a. On completion of your charter if the bosun is unavailable there will be no formal hand back.
- b. Instead the yacht will be left on trust and the skipper will be expected to leave the yacht thoroughly clean and in a state ready for sea, with the inventory stowed as per TAKEOVER.
- c. In addition the skipper is to ensure that:
 - i. The DEFECTS book is completed and left on the chart table.
 - ii. The SHIPS Log is fully completed.
 - iii. Collision Report completed if necessary (Using the form titled 'REYC Collision and Grounding REPORT).
 - iv. Sail Repair Form (Annex C) completed if necessary.
 - v. The yacht has to have **FULL TANK OF FUEL** when returned failure to do so **will incur a fee** due to loss of man hours.

Handover/Takeover Certificate

1. It is certified that Yacht has been handed over to me by (REYC Boatswain) and that the handover included a full briefing on the subjects highlighted overleaf. The vessel and its equipment are in a safe, serviceable and seaworthy condition and the hand over was satisfactory and in accordance with the inventory except for the items detailed below.

DEFICIENCIES AND COMMENTS AT HANDOVER

Signed Skipper..... Bosun

Surname Qual Date
(CAPITALS)

PART B

CHECK ON HAND BACK TO BOSUN

2. Yacht was returned to the Army Offshore Sailing Centre in condition. The inventory check was satisfactory less the following items :

3. Other comments see separate sheet.

Gas State..... Fuel state.....

Log Start..... Log Finish.....

Signed Skipper..... Bosun..... Date.....

Annex B

BRIEFING POINTS AT HANDOVER

Skipper to initial each line as the subject has been discussed and understood.

1. DAILY ROUTINE CHECKS On hand back to the Bosun all boards will be lifted and bilges cleaned.	
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2. ENGINE STARTING AND STOP PROCEDURES Before the first start of the day the fuel reservoir behind the engine shall be checked for water and drained if necessary.	
3. BATTERY ISOLATING SWITCHES. CHARGING ROUTINE All batteries are in good working order and are to be monitored closely. A bill will be raised against the skipper if returned below capacity and need replacing.	
4. USE OF ELECTRONICS AND SWITCH PANEL The fridge can only be used if connected to the shore power or with the engine running.	
5. USE OF INSTRUMENTS VHF and chart plotter are to be turned off on the unit before the switch panel.	
6. LOCATION AND USE OF GAS TAPS	
7. COOKER UNIT OPERATION	
8. LOCATION OF SKIN FITTINGS	
9. CORRECT HEADS OPERATION	
10. SAIL DAMAGE PROCEDURE All damage not deemed to be wear and tear by the bosun will be paid for by the charterers and contact the Bosun.	
11. MANAGEMENT RESPONSIBILITIES AND USE OF FAULT BOOK	
12. MANAGEMENT AND CLEANLINESS OF CHARTS	
13. RUNNING OF THE YACHTS LOG The log is to be filled in correctly on a daily basis. (mileage)	
14. CARE AND CUSTODY OF YACHT SOP'S	
15. NEXT OF KIN FORMS HANDOVER / TAKE OVER FORMS	
16. COLLISION AND DAMAGE PROCEDURES All collisions and groundings are to be reported immediately and filled out on the form in the SOP's for insurance purposes.	
17. CORRECT USE OF BOOM PREVENTER	
18. READ AND UNDERSTOOD RISK ASSESSMENT	

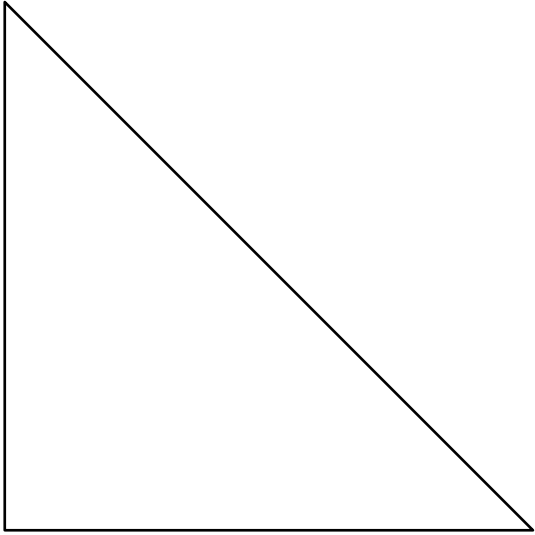
Annex c

SAIL REPAIR FORM

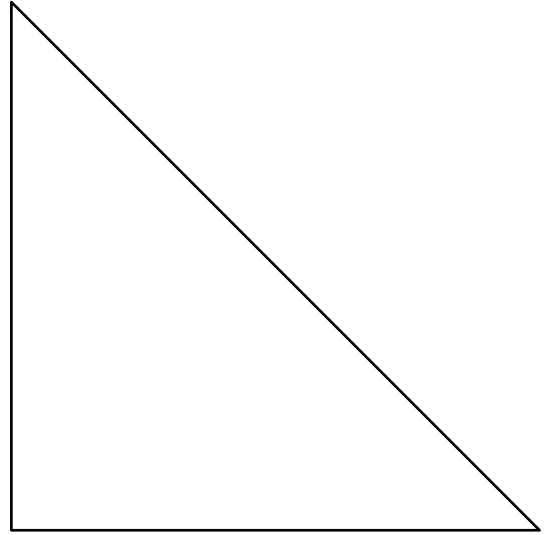
Yacht Name: _____

Date: _____

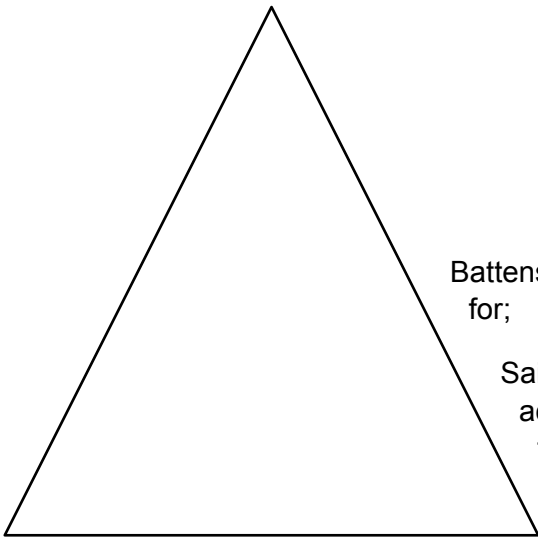
* Mark each tear with a cross.



MAINSAIL

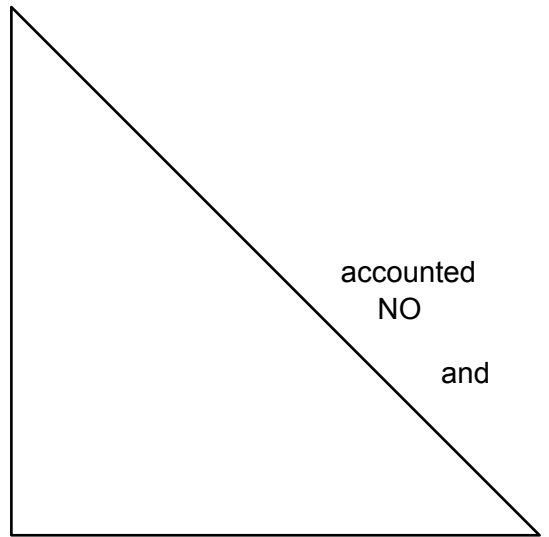


GENOA



SPINNAKER

Battens correct and
for; YES /
Sail bags correct
accounted
for; YES /
NO



JIB

accounted
NO
and

Signature:
Skipper _____

Bosun _____

SECTION 4

PRIMARY SAFETY RULES

0401 INTRODUCTION

1. The primary Safety Rules below are mandatory and are to be complied with by all who sail in REYC craft.
2. THE PRICE OF SAFETY IS ETERNAL VIGILANCE.

0402 EXPLOSION RISK – GAS AND BILGE ROUTINES

3. Do not smoke or light any naked flame until you are sure that the bilge is free from gas. A gas detector is fitted, but this does not absolve you or your responsibilities to carry out the following bilge clearance routines:
 - a. **In Harbour** – First thing in the morning and at regular intervals throughout the day (but especially before or after use of the cooker) pump the bilge clear of water and give an additional 30 strokes to ensure that any gas in the bilge is vacated.
 - b. **At Sea** – On the hour, pump the bilge dry plus as additional 20 pumps and record in the log.

0403 COOKING - GAS ROUTINE

4. When the cooker is not in use the master valve on the gas bottle is to be shut **off** and the gas line to the cooker cleared of residual gas before the gas taps are shut off. During periods of use (meal times) the main gas valve may be left on but the cooker inline valve should be closed (at right angle to the pipe) unless the cooker is in use, when all cooking is done the master valve is to be closed and the pipes cleared as per previous instruction.

0404 ENGINE

5. Always carry out the engine pre-start checks before attempting to start the engine (see section 9)
 - a. Ensure that the cooling water inlet seacock is open (**SEACOCKS ARE ALWAYS OPEN**)
 - b. Ensure that the engine is in neutral
 - c. Ensure that there are no lines over the side in the area of the propeller

0405 SMOKING

6. Smoking:
 - a. SMOKING IS FORBIDDEN BELOW DECK
 - b. SMOKING IS FORBIDDEN ON DECK WHEN WORKING.
 - c. At all other times smoking may take place at the Skipper's discretion.

0406 HEADS AND SEACOCKS

7. Each member of the crew must be able to operate the heads correctly
8. All Seacock's are to be left open and NO SEACOCKS are to open or closed without the Skipper's knowledge

0407 LOG IMPELLER WHEEL

9. This is located in the forepeak under the bunk storage. A blanking plug is located next to the log. You may need to free the paddle wheel as it can get clogged with weed from time to time, ensure you use the blanking plug when freeing off the log impeller.

0408 SAFETY AT SEA - PERSONNEL

10. All skippers are responsible for ensuring that the following mandatory actions are taken:

11. Before setting to sea, having embarked a fresh crew

a. Guidance is given in Annex A to Sect 5.

b. Life jackets and Harnesses are issued to individual crew members, correctly fitted and then stowed ready for immediate use.

c. Crew members are instructed when and where to clip on when wearing safety harnesses and instructed never to clip onto a guard rail or standing rigging.

d. Crews are exercised in sail changing and reefing.

12. While at Sea

a. Ordering the crew to wear safety harnesses:

i. At night

ii. When (in the skipper's opinion) conditions warrant it.

b. Ordering non swimmers to wear life jackets when on deck.

c. Exercising the crew in rigging alternative methods of steering the craft if there is rudder failure.

d. Exercising the crew regularly in recovery of Man Over Board.

e. Ensuring that an all round lookout is kept and proper reports are made.

f. Foul weather trousers and boots are worn when cooking.

0409 SECURITY

13. It is the skipper's responsibility to ensure that his crew understand fully the current security threat from terrorist activity and that due attention is paid in harbours to the security of both vessel and personnel.

14. Any suspicious activity or undue interest shown towards REYC craft is to be reported back to the Bosun or Offshore Secretary.

0410 CARE AND CLEANLINESS - MAKE DO AND MEND

15. A continuous process, Always make good as you go, keep the vessel and its equipment clean and serviceable. At sea, your life depends upon sound equipment.

SECTION 5

INSTRUCTIONS TO SKIPPERS

0501 INTRODUCTION

1. The Skipper must always bear in mind the overall responsibility for ensuring that his voyage is planned and executed in a safe and seaman like manner.
2. The Skipper must always remember that some of the crew may never have been to sea in their lives. These people will naturally be apprehensive and even frightened in situation's that are commonplace, even routine to experienced seafarers. Novices must be treated and instructed in a manner that will encourage them to build their experience and their self-confidence.

3. A successful trip is one that achieves all its aims and is sufficiently enjoyable to encourage participants to sail together again, no matter what the conditions.

0502 AUTHORITY OF SKIPPER'S

4. The skipper, whether military or civilian, has authority over all members of the crew in matters concerning the operation and maintenance of the vessel and the conduct of the expedition personnel both on board and ashore.

5. There will frequently be personnel (When military onboard) senior in rank to the skipper serving as subordinate members of the crew. Officers and SNCOs who sail in these circumstances will gladly support the skipper and will of course be available to give advice.

0503 SKIPPER'S RESPONSIBILITIES

6. The skipper's prime responsibilities are for the safety and well being of the crew and the safety of the vessel.

7. On taking over the vessel and before setting to sea, the skipper is to satisfy himself that:

a. The vessel is in a fully fit state for sea, being properly stowed and victualled for the planned trip.

b. The crew has the correct manning as laid down in manning standards (Annex D).

c. The crew has been fully briefed in accordance with Annex E and on the primary safety rules as set in Section - 4.

8. At the start of the trip and before leaving the vicinity of the port of departure, the skipper is to carry out the following sail training drills:

a. Tacking and manoeuvring.

b. Reefing and Sail training.

c. Bending on and setting storm sails.

d. Man Over Board Drills.

0504 DELEGATION OF DUTIES

9. There are two essential reasons for delegation:

a. Effective command at sea relies upon the skipper maintaining an overview. The skipper should neither become bogged down in detail, nor should they become so exhausted that their capacity for decision making is degraded.

b. Maximum and worthwhile crew involvement is the best form of adventure training, and makes for a happy and efficient crew.

10. The art of successful delegation on a yacht requires clear differentiation between 'oversight' to train, build confidence and ensure safe practices, and 'interference'. This can be counterproductive and merely discourages.

11. The extent of delegation will depend on the number of crew and the size and complexity of the vessel. The inexperience of individuals should not inhibit delegation.

12. Some basic duties for crew members laid down in Section 6.

0505 ABANDON SHIP

13. In addition, the skipper in conjunction with the Bosun, should ensure that the abandon ship ready grab items according to Annex G of this section are ready in an emergency.

0506 ROUTINE MAINTENANCE

14. Planned Maintenance – It is essential that the REYC vessels are maintained to the highest standard. Skippers are to ensure that daily, weekly and monthly planned maintenance are completed according to Section 6-4. Items not completed are to be drawn to the attention of the Bosun on return to the AOSC.

15. Engine Running Hours –Engine maintenance is governed by the number of hours run. Skippers are to ensure that hourly and daily totals are noted in the Ships Log.

0507 DEFECTS AND REPAIRS

16. All defects are to be entered in the Defects Book as soon as they occur. It is vital that all defects are recorded, even if they have been repaired during the trip.

17. Repair procedures are:

a. Where possible, defects should be made good at no cost, those that cannot, should be left for the Bosun upon return. Defects likely to affect the future programme should be notified, immediately to the Bosun by telephone.

b. Essential repairs i.e. those without which it would be impossible to continue the charter, may be undertaken on the spot, having first obtained an estimate and approval from the Bosun. The skipper may be liable for payment for any repair work which has not been given prior approval. The duty Bosun will have the duty mobile on at all times that the yacht is on charter.

CREW LIMITATIONS FOR REYC YACHTS

1. Listed below are the minimum and maximum numbers and crew qualifications required for all 3 yachts. Maximum numbers are dictated by both the safety equipment provided and the MCA certification.
2. Skippers are reminded that to exceed these limitations will invalidate the insurance cover and skippers may be liable for all costs if there is an accident.
3. Those planning military Adventurous Training are reminded that the club does not supersede or negate the requirements mandated by AGAI 67 Chapter 11.

ILEX & RAGNA:

Sailing Area		Minimum Crew Qualifications			Min No's	Max No's
		Skipper	Mate	Crew		
Day Sailing	Either-	Days Skipper	Comp Crew	2 Offshore Hand	4	6
	Or-	Coastal Skipper	Offshore Hand	Offshore Hand	3	6
Coastal Passage	Either-	Coastal Skipper	Day Skipper	Comp Crew	3	6
	Or-	Offshore Skipper	Offshore Hand	Offshore Hand	3	6
Offshore Cruising		Offshore Skipper	Day Skipper	2 Offshore Hand	4	6
Racing		Offshore Skipper	Coastal Skipper	Comp Crew +2	5	6

RIGHT ROYAL:

Sailing Area		Minimum Crew Qualifications			Min No's	Max No's
		Skipper	Mate	Crew		
Day sailing		Coastal Skipper	Offshore Hand	Offshore Hand	3	6
Coastal Passage	Either-	Coastal Skipper	Day Skipper	Comp Crew	3	6
	Or-	Offshore Skipper	Offshore Hand	Offshore Hand	3	6
Offshore Cruising		Offshore Skipper	Day Skipper	2 Offshore Hand	4	6
Racing		Offshore Skipper	Coastal Skipper	Comp Crew +2	5	6

Notes:

1. An Offshore Hand is an able bodied person over the age of 14.
2. Day sailing may only be conducted between Chichester & Poole Harbours.

Annex E

CREW BRIEFING

1. The following notes are provided as an aide memoir for the MANDATORY briefing of crews when first joining. The extent of this briefing will depend on the experience of the crew and the length of trip.

a. Yacht Safety

Fire fighting equipment	-	Location and Operation
Gas Cooker	-	Gas alarms and switch ON/OFF routine
Bilge	-	Location and routine, Gas evacuation
Seacocks	-	Location and Operation
Head's and Holding tank	-	Correct Operation / when used
Hatch discipline	-	All hatches (especially fore hatches) secured at sea

b. Personal Safety

Harnesses and Life jackets	-	Fitting, Clipping on, and when to wear.
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- Cooking - Burns and Scalds prevention
- Exposure - Recognition and Prevention
- Seasickness - Stugeron/Travel sickness pills policy, Security when ill

c. General Safety

- Flares - Location and use
- Lookouts at sea - need for, reporting
- Knives - Yachts knife & personal knives
- MOB procedure - Heave to, Engine, Sails, ect.
- Abandon Ship - Life raft briefing, ready grab bag
- Smoking - below, handling sails
- Oilskins - donning and WET AREAS
- Tidiness and hygiene - Consideration for others, feeding, personal gear
- Noise - alongside other yacht, crew asleep, in fog
- Yacht/crew appearance - ship shape, all stowed where possible
- Ensign and Burgees - ensign timings, Burgees to Port Halyard
- SECURITY - yacht to be left locked when unmanned, security risks

d. Watch keeping

- Instrument and routine log - Writing up, importance of
- Watch turnover - Show position on chart
- Point out navigational features
- Course / sail setting
- Other vessels
- Weather forecasts
- Log up to date, skipper's orders passed.

e. Upper Deck Intro

- Boom - danger / safe areas
- Mast - halyards / topping lifts ect.
- Headsail - bending on, rigging sheets, dropping and stowing
- Mainsail - hoisting, dropping, securing halyard
- Safety hard points - cockpit, correct use, Jackstays, correct use
- Pushpit Safety equipment - Intro and use
- Warps and fenders - Intro, use and stowage

Annex F

SUMMARY OF SAFETY, EMERGENCY AND NAVIGATIONAL EQUIPMENT WHICH MUST BE CARRIED ON BOARD REYC YACHTS

ITEM	REMARKS
Fire Extinguishers	4 x Engine Bay/ Aft Cabin/ Chart table locker/ Lazzarette
Fire Blanket	Galley
Bilge Pumps	1x Automatic Tilt switch/ 1x Manual: Cockpit
Anchor	30 meters of chain
	1x Kedge Anchor and warp
Flashlights	1x large, 12v
	1x large, battery powered (Yellow Divers)

	2x small, battery powered
First Aid Kit	Complete to list in kit: Port saloon locker
Fog horn	1x Manual, 1x Air with 2 canisters
Radar reflector	1x owner cabin (Flat pack)
Shut off valves	Fuel: On top of tank in owner's cabin Gas: Gas locker and in owner's cabin locker
Compass	1x fitted Coach Roof 1x hand held (chart table bulkhead)
Charts and pilotage books	Complete as required for voyage
Lead line/ Echo sounder	1x lead line/ Echo sounder operation and settings checked
Distance measuring log	1x permanent fit
Navigation lights	Tri colour/ bow and stern/ steaming/ emergency type Spare bulbs
Dinghy	Complete 3 man, oars, pump(x1), and floorboards
Emergency steering	Skipper/ crew must know steering practises for lost rudder

Annex F

Tools	Range of hand tools, sail repair kit and softwood bung
Radio receiver distress calls	Capable of receiving weather forecasts and sending/ receiving
Lifejackets	1 per crew member = 2x spare SEAGO 180N
Safety harnesses	1 per crew member
Life raft	Auto inflation valise type Packed and Certified to RORC standard MCA 150
Lifebuoy	1x Daytime set 1x night-time set (c/w light) 1x throwing line/ quoit
Flare Pack	In waterproof container (equipped to RORC standard)

Grab Bag Starboard locker. Suggested items to complement are: VHF, First Aid kit, Food/ water and charts.

Annex G

ABANDON SHIP - READY GRAB ITEMS TO TAKE ON LIFE RAFT

1. The following equipment should be stowed so that it is readily available to take on to the life raft in the case of having to abandon ship.

- a. EPIRB
- b. Torches (Hand held)
- c. Flares pack
- d. Hand bearing compass
- e. Small scale charts
- f. Yacht documentation
- g. Seasickness pills

- h. Knife
- i. Pliers
- j. Food
- k. First aid kit
- l. Water jerry can (full)
- m. Spare DRY clothes
- n. SOLAS B grab bag
- o. Hand held VHF

2. Kit stowed in the life raft is as per the Certificate of Life raft Service : Survey Report (at end of SOP's)

SECTION 6

INSTRUCTIONS TO ENGINEER / ELECTRICIAN

0601 GENERAL

1. These instructions cover your basic duties of preparation, inventory checking and the running maintenance of technical equipment and stores. You are responsible for:
 - a.Engine - (see Annex H).
 - b.Battery state.
 - c.Electrics.
 - d.Bilges / bilge pumps.
 - e.Maintenance of heads and plumbing.
 - f.Engineering and electrical spares and tools.
 - g.Refuelling.
 - h.Notifying the skipper of all faults / defects.

0602 BATTERY ISOLATION SWITCHES

2. The Dehler 32 has two battery isolating switches located:
 - a.Engine in owner's cabin.

b.Domestic under Port Saloon bunk.

3. There is a set procedure for positioning the switches for starting, charging and when the engine is off.

a.For starting and charging: Turn on both the Engine and Domestic switches.

b.When the Engine is OFF only the Domestic switch should be ON.

0603 TAKEOVER CHECKS

4. The following should be checked on takeover of the yacht.

a.Check location and serviceability of bilge pumps and method of operation.

b. Monitor fuel state and replenish as necessary. Check spare fuel status.

c. Carry out initial engine checks as per daily routine checks

d. Ensure engine salt water (cooling) seacock is OPEN. (It should be left open at all times)

e. Check engine control lever in cockpit is in neutral.

f. Check supply of spare engine / gearbox oil in Stbd cockpit locker.

g. Locate the ships batteries and link switch. (see Section 0601 1 above)

h. Check operation of heads: skin fittings and seacocks.

i. Check start engine (See annex F). It is important that:

i. You allow the engine to run slowly and cool down after hard work before stopping. The engine should not be run in neutral for long periods over 15.

ii. You must ensure that the battery charge level remains high, by running the engine for at least 2 hours per day and longer if night sailing. That battery power gauge is located on the instrument panel: this is also the fuel gauge and is changed by the switch underneath the gauge.

iii. You should **NEVER** try to stop the engine by switching off at the battery-isolating switch or at the engine key before the engine has stopped normally (using fuel cut off). This will damage the alternator.

DIESEL ENGINE INSTRUCTIONS

PREPARATION BEFORE STARTING

1. Check fuel level
2. Check oil
3. Check belt tension

CONTROLS

4. Panel on/off button. Top Left button - Depress the button to activate the Panel
5. Multi - function button. Bottom Left - Confirm an Alarm, if an alarm occurs, a flashing warning symbol will be displayed in the Tachometer window and an audible alarm will sound. The alarm is confirmed by depressing the button. The alarm is silenced but the warning symbol will still be displayed until the fault is remedied.
6. Start button. Top Right - When the button is depressed the pre-heat function is activated and the motor is engaged.
7. Stop Button. Bottom Right - The engine stops running when the button is depressed.

ALARMS



Annex H

STARTING THE ENGINE

1. Ensure battery isolation switch is ON
2. Activate the control panel (top right button)
3. Check the tachometer (rev counter) for any fault
4. Press the engine Start button (top left button)
5. Allow the engine to idle for 10-20 seconds before engaging into gear.

RUNNING THE ENGINE

1. If any of the above alarms sound then stop the engine and investigate.
2. Do not switch the engine battery isolator off, whilst the engine is running.
3. Avoid prolonged running of the engine in neutral, if the engine is being run whilst alongside for battery charging/ heating, run IN DRIVE at 1200RPM, this is where the engine charging circuit kicks in.

STOPPING THE ENGINE

1. Reduce the engine revs to idle (control lever centralised).
2. Press the stop button (Bottom Left button) until the engine stops running.
3. Press the Panel On/Off button (top left button) to cut the power to the system.

4. **NB.** If the engine is stopped and the panel is still on, an alarm will sound after 10 seconds to prevent the ignition being left on unintentionally.

To silence the alarm switch off the panel (top Left button).

ENGINE DIFFICULT TO START

1. In the majority of cases this is caused by a fuel problem, either lack of fuel, contamination or air in the fuel system.
2. Initially check:
 - a. Battery Voltage (less than 11.5 volts, you've got problems).
 - b. Fuel tank reading at meter.
3. Examine the primary fuel filter (port aft cabin in front of tank). If fuel contamination is found, (usually water) drain off the contaminated fuel and replenish the tank if necessary.
4. Check that fuel is reaching the injectors, if aerated it will be necessary to bleed the fuel system (see engine manual or ring the Bosun).

REPORT ALL ENGINE FAULTS / STARTING DIFFICULTIES TO BOSUN ASAP

Annex I

CHECKING DIESEL FUEL LEVELS

CONVERSION FACTORS

1 gallon = 4.55 litres. 1 litre = 0.22 gallon

RANGE

Approximately 120nm range at 5.5kts (2500 rpm) on a full tank of fuel.

FILLING

The fuel filler cap is marked FUEL CAP. The fuel tank is to be filled at the end of every charter, before hand back.

Failure to do so will incur a fee, due to loss of man hours.

The Fuel State must be monitored carefully.

SECTION 7

RIGGING

0701 RIGGING

1. Under no circumstances are you to change the rigging tension. It has been set up by the Bosun's. If rigging tension needs to be changed before a race the Bosun must be present whilst this is carried out.

0702 RUNNING RIGGING

2. The running rigging has been set up for ease of use and is organised in such a way that it all returns to the cockpit.

3. Please do not reline the halyards or sheets. If you have to due to breakage, inform the Bosun on your return to the AOSC.

4. **NB. When using the Halyards** tension must be taken on to the winches by putting at least 2 turns on to the drum. And the same should be done before easing. Failure to do this will result in the halyard jackets chaffing and they will then have to be replaced.

SECTION 8

REPORT OF COLLISION OR GROUNDING

0801 GENERAL

1. If damage is sustained from collision or grounding which effects the yacht's seaworthiness a report is to be made to the duty Bosun or the AOSC as soon possible stating the intended movements and or intentions on effecting repairs. Also how and where the yacht can be contacted if not in radio communications.

2. It is important that in all communications with the owners or representatives of the other vessel in regard to surveyors or otherwise in relation to the collision, in order to avoid the suggestion of an admission of liability or waiver of any legal right, it should be made clear that any action is taken without "prejudice". These words imply that the action proposed to be taken doesn't involve any acceptance of liability

0802 COLLISION

3. In the event of any collision and when safe to do so the duty Bosun should be informed.

4. After any collision the boat will be inspected or lifted out depending on severity and location of any damage from the incident. The lift out will be done at certain locations as directed by the Bosun's. Any lift out will done at the expense of the skipper/crew.

5. Any lift out must be done using strops and **NOT** using a 'Sealift.'

6. In the event of damage to the REYC yacht, another vessel or to property as a result of a collision. The skipper must make every effort to:

- a. Ascertain the following;

- i. Name of the other vessel.
 - ii. Name and address (including telephone number) of the owner of the vessel.
 - iii. Place where the other vessel can be found if a joint survey is required.
 - iv. Name and address of any witnesses.
- b. Name and address of any other vessels and owners who may be involved in a claim.
- c. Note the extent of any damage to each vessel and or property and any injuries to personnel.
- d. Get written agreement with the owner or skipper of the other vessel on the extent of the damage to both vessels (see paragraph 4 below)
- e. Get a signed statement from the owner or skipper of the other vessel that a joint survey is not required if **ALL** the following conditions apply:
- i. One of the vessels is clearly at fault:
 - ii. The extent of the damage is obvious (i.e. no hidden structural damage is suspected) and is agreed in writing between the two yacht skippers at the time. This statement must be countersigned by the skipper of the REYC yacht. See paragraph 2c.
7. If not returning to the AOSC marina within 48 hours, pass on the following information to the Bosun and the Offshore Secretary by telephone or radio:
- a. Details required by paragraph 1a sub paragraph i-iv above.
 - b. Briefly describe the extent of the damage to each vessel or property and any casualties.
 - c. Whether the owner or skipper of the other vessel has given a signed agreement that a joint survey is not required (see paragraph 1e).
8. Complete a written report on the REYC from headed "REYC Collision and Grounding Report. This report is too handed in to the Bosun in person as soon as practicable on return to AOSC marina. In the event that it is essential that the skipper leave the AOSC marina before they can see the Bosun, the skipper is to leave the address and number when they can be contacted. If the yacht is not returning to the AOSC marina within 7 days of the collision the collision report is to be forwarded to the Bosun by recorded mail.
9. A careful note should be made of relevant details whenever a REYC yacht comes into contact or close proximity of another vessel in such a way that a claim might be made though there is no damage.
10. Failure to report a collision could result in the Skipper having action taken against him/her.

IT IS THE SKIPPERS RESPONSIBILITY TO INFORM THE BOSUN

0803 GROUNDING

11. After **ANY** grounding the boat will be lifted **at the expense of the skipper/crew**.
12. After any grounding the Bosun must be informed as soon as safe to do so, to make a decision about the lift out location.

13. Lift outs can only be conducted at certain locations.
14. The lift outs must be using **STROP'S** and **NOT a 'Sealift.'**
15. Whenever a REYC yacht is grounded, irrespective of whether or not the yacht is damaged, a report is to be made on the REYC form headed "REYC Collision and Grounding Report". This report is to be handed to the Bosun immediately on return to the AOSC marina or forwarded by Recorded mail if not returning within 7 days
16. The Bosun carries out via the AOSC's underwater camera a visual check under the water line weekly.
17. Right Royal is also used for racing. The Bosun's spend a lot of time fairing the keel and hull to give maximum speed and performance. If the keel gets even slightest damage this can affect the yachts speed. Therefore even the slights touch needs to be reported.
18. Failure to report grounding could result in the Skipper having action taken against him/her.

IT IS THE SKIPPERS RESPONSIBILITY TO INFORM THE BOSUN

SECTION 9

HELICOPTER TRANSFER

0901 GENERAL

1. The procedure for transferring a person to or from a helicopter at sea will vary according to the weather, the size of the yacht and the state and health of the person etc. Therefore no set drill can be laid down.
2. The following is therefore issued as a guide.

0902 COMMUNICATIONS

3. RADIO Initial call on VHF channel 16 then a working channel will be agreed (usually channel 67).
4. VISUAL The helicopter normally carries a blackboard and will chalk up messages.
5. VERBAL If a man is to be lifted off the yacht, the helicopter will normally put a crew man on board. He is then in charge of the vessel and will advise the skipper.

0903 PROCEDURES

6. There are four procedures for transfer as follows:
 - a. Wet transfer. The man jumps overboard and is winched up by the helicopter or is lowered in to the water and is picked up by the yacht.
 - b. Dingy transfer. The person is winched out of or onto the yachts rubber dingy towed astern. The dingy should be towed about 50ft astern of the yacht as fast as prevailing conditions allow.
 - c. Direct transfer. The man is winched up from or down onto the deck from up above.
 - d. Hi-Line transfer. The helicopter hovers to one side of the yacht and a light line is lowered.(The light line attached to the winch hook, will be lowered to the yacht). The helicopter will the hover close on the port side of the yacht and once the injured person is either connected or the winch man is lowered. The winch man will take the injured person and the light line when he hauled up to the helicopter.

0904 COURSE AND SPEED

7. In method b, c and d (above) the wind should be 45 degrees on the port bow of the yacht. This gives the pilot the best view of the yacht as they come in from astern.
8. All of the above methods (a-d) the yachts speed should be reduced to about 3 or 4 knots.

0905 SAILS AND ENGINE

9. The yacht should be manoeuvred under engine, but if it not available methods a or b (above) should be used and sails best suited for quick manoeuvring should be used.
10. When using the engine, sails should be normally be lowered, but in a seaway with winds above 15 knots, a headsail should be set to steady the yacht. Excessive movement of the mast from rolling makes the helicopter pilot's task more difficult.

0906 VISUAL SIGNS

11. The crew should give the thumbs up sign when a man who is about to hoisted is ready and secure.

0907 USE OF STRETCHER

12. Should it be necessary to use a stretcher, this will be provided by the helicopter and the crewman will advise on its use. The yacht should be prepared to slip the port guardrails and disconnect the stanchions abreast of the cockpit.

0908 CAUTION

13. Tending of lines. Great care is to be taken to see that neither the winch-hook nor anything attached to it gets caught on the rigging or fitting of the yacht.
14. STATIC ELECTRICITY. Whenever possible the helicopter will dunk the winch line in the water to release static electricity. If this is not possible, try to allow it to touch a part of the yacht before handling. Otherwise you will get an electric shock.
15. You should get a brief by VHF by the pilot or navigator. Pay attention and don't be afraid to ask if instructions are unclear.

DON'T TOUCH WINCH-HOOK OR WINCH MAN UNTIL STATIC ELECTRICITY DISCHARGED

SECTION 10

WINCH MAINTENANCE

1001 GENERAL

1. The Bosun's carry out winch maintenance. Any repairs are only to be undertaken as directed by the skipper. Guidance in the handbook is always to be followed where available.
2. Too much oil and grease are detrimental.
3. Winch Pawls are to be LIGHTLY oiled at the routine times listed below.
4. ONLY the following are to be used.
 - a. OIL – LEWMAR WINCH OIL - WD40 is NEVER to be used this strips grease from the working parts

1002 WASHING

5. Winches that have been immersed in salt water or subject to frequent salt spray should be washed out with fresh water.

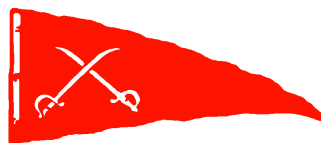
1003 SIX WEEKLY ROUTINE

6. The Bosun's carry out the following routine:
 - a. Remove drum, clean of grease and salt deposits from bearing surfaces and bearings.
 - b. Check freedom of pawls in drum, clean off dirt and salt.
 - c. Check freedom of rotation of spindle in centre stem for excessive plan.
 - d. Check operation of lower ratchet assembly by rotating output gears.
 - e. Lightly oil pawls

1004 SIX MONTHLY ROUTINE

7. The following routine is to be carried out by the Bosun:
 - a. Remove winch from mounting.
 - b. Strip winch-clean all parts in Kerosene/Diesel.
 - c. Inspect for wear and excessive play in bearings. Rectify defects as necessary.
 - d. Lightly oil pawls.
 - e. Liberally grease mounting bolts.

SECTION 11



ARMY OFFSHORE SAILING CENTRE STANDING INSTRUCTIONS 2013

1. **General.** These instructions supplement Fort Blockhouse Standing Orders. These instructions are to be complied with by all users of the Army Offshore Sailing Centre (AOSC). A copy is to be kept on all Corps and private yachts operating from the AOSC.
2. **Location.** The Army Offshore Sailing Centre (AOSC) is located in Building 100 which is directly next to the ASA Marina. Access is through a coded door at the eastern end of the building. All the facilities for Berth holders and visiting crews are located on the ground floor. Berth Holders should apply to the Chief Instructor (CI) AOSC for the access codes. The codes are changed on a regular basis.
3. **Access.** All personnel (yacht skippers/crews/bosuns) are only permitted to use the facilities of the AOSC (the Conference Room/Briefing Area, the Ablutions, the pontoon area, and designated car parks). Access is not permitted to any other part of Fort Blockhouse.
4. **Promotion of Good Working Relations.** All personnel must pay particular attention to the promotion of good working relationships with both the serving personnel and civilian staff within Fort Blockhouse. The behaviour of all crew members is to be exemplary at all times. Vessels moored in the AOSC may not be used for ad-hoc parties.
5. **Control.** The CI AOSC, and in his absence the D Grade Instr and 2IC, are responsible for all activity within the AOSC complex.
6. **AOSC Staff and Corps Bosuns.**
 - a. **Corps Bosuns.** Corps Bosuns operate to their own chain of command but are required to comply with the AOSC Standing Operating Procedures and the Bosuns Charter. The CI AOSC is responsible for the day to day management of the AOSC and it is understood that Corps Bosuns priority is to their Corps yachts. Corps Bosuns are to assist with any communal tasks identified by the CI AOSC or 2IC AOSC.
 - b. **AOSC Responsibilities.** Suitably qualified AOSC Staff or Bosuns will be allocated tasks to ensure the safe on going management of the AOSC. These appointments will be cleared through the Chain of Command.
 - c. **British Soldier.** It has been agreed by the Yacht Club Commodores at the ASA Council that all Corps Bosuns will assist with the maintenance of the Army Racing Yacht when available. Bids for Corps Bosuns assistance is to be forwarded to the respective Corps Yacht Club Rear Commodore for action.
7. **Entry to Fort Blockhouse.** MoD Police and Guard Service Security Officers are on duty at the main gate on a 24 hour basis. ID and car passes are to be shown to the Security Officer at the gate to verify right of access to the Army Offshore Sailing Centre. Individuals without a permanent

vehicle pass are to obtain a temporary pass from the Security Office; the pass will be annotated to show the length of stay. The car pass is to be displayed in the vehicle at all times. Skippers and/or Bosuns are to arrange for temporary access of unit crews by completing the Visiting Crew Notification Form. This is to be submitted to the MoD Guard Service at least 24 hours in advance of the crew arrival. A separate list is required for each hire period and crew change.

8. **Car Parking.**

a. **Weekends and Short Stay.** All numbered parking spaces are allocated to Fort Blockhouse staff. Parking for visitors is allowed along the sea wall at the weekend or during the week for periods not exceeding 24 hrs.

b. **Long Stay.** Cars must be parked in the visitors' car park at the main gate.

c. **Loading/Unloading.** Vehicles are **NOT** allowed on to the jetty under any circumstances. Cars may be parked and unloaded next to the AOSC.

Failure to observe these rules may result in the offender's car being banned from Fort Blockhouse.

9. **Dogs.** Dogs are allowed in the AOSC, providing they are kept under control and not allowed to roam the building. Dogs must be transported directly to the boat from the AOSC and not allowed to roam Fort Blockhouse. All dogs fouling are to be promptly cleaned up and correctly disposed of.

10. **Children.** Children must be supervised by a responsible adult at all times while in the confines of Fort Blockhouse. Particular control is required on the pontoons and in the area of the AOSC where forklift trucks are in operation. **Children under the age of sixteen are required to wear a buoyancy aid whilst on the pontoons or onboard yachts within the marina.**

11. **Moorings.** The Mooring Committee allocates all moorings. Yachts are to be returned to their allocated mooring unless adverse weather conditions prevail. Owners are requested to notify the CI AOSC if they intend to be away from their berths for 3 weeks or more. A copy of the current mooring allocation is available from the CI AOSC.

12. **Yacht Mooring.** Yachts are to be secured with bowline loops on the pontoons. All excess warps should be coiled on yachts not on the pontoons.

13. **Berth Allocation.** The Chief Instructor/Manager holds a copy of the rules for the allocation of berths in the AOSC.

14. **Approach and Departure.** All yachts are to enter and leave the AOSC under engine. In the event of an engine failure, skippers are to sail their craft to the seaward pontoon and then warp the vessel into the AOSC.

15. **Diving.** There is to be no diving within the ASA Marina.

16. **Water.** Water is available on the pontoon. Skippers are to ensure that the hose is coiled neatly after use. The service is metered so water is to be used sparingly.

17. **Electricity.** Electricity is available on the pontoons. The supply has been renewed in Nov 12 and there will be dedicated power sockets for each berth. The supply is metered and usage is on the understanding that should a bill be raised by the authorities the cost must be borne by the users. Power cables are to be secured around a cleat both on the yacht and on the jetty; ensuring sufficient slack is left to allow movement, before being connected to the supply bollard. No splitters are to be used.

18. **Toilets.** Boat heads are not to be used when in the Marina. Ablutions are available on the ground floor of the AOSC.
19. **Rubbish.** Rubbish is to be disposed of correctly by placing it in the blue skips adjacent to the AOSC or by taking it home.
20. **Laypart Stores.** There is communal storage space for berth holders. If Berth Holders require a location to store equipment for short period during winter refit they should contact the CI AOSC.
21. **Visitors Berths.** There are no dedicated visitors' berths at the AOSC. Visiting ASA members may be allocated a vacant berth if available and with prior booking with the CI AOSC.
22. **Access to Yachts by External Agencies.** Fort Blockhouse is a MoD Establishment and there is no right of access by external agencies or contractors. Yachts are to be moved to contractor's premises for repairs. If it is essential for repairs to be made *in situ* the CI AOSC is to be informed and the owner or appropriate Bosun is to arrange access with the MoD Guard Service. This applies both to landward and seaward approaches and contractor's launches must not enter the Marina to move a yacht without prior authorisation.
23. **Colours/Flag Etiquette.** If a crew is on board a yacht the ensign and ASA burgee is to be worn from 0800hrs until sunset or 2100hrs BST whichever is the earlier and 0900hrs to sunset during UT winter hours. **Ensigns/Flags/Burgees are to be removed and stowed away when leaving the vessel.**
24. **Emergency Contact.** An Emergency Contact and NOK Details form is to be completed for all Corps Yachts prior to going to sea. Forms are to be placed on the Yachts NOK Board' located in the AOSC.
25. **Health and Safety.** All AOSC Personnel, Berth Holders and Visiting Crews are to comply with JSP 375 and the Health and Safety instructions contained in Chapter 12 of Fort Blockhouse Standing Orders: a copy of which is available in the CI AOSC Office. *They are to be complied with at all times.* All personnel working at the AOSC are to read these orders annually.
26. **Fire and Emergency.** Instructions for fire prevention are contained in Chapter 1 of Fort Blockhouse Standing Order. All personnel working at the AOSC are to read these orders annually. In the event of a fire in the AOSC all personnel are to evacuate the building and parade in the adjacent car park. All incidents are to be reported to Main Gate Reception by the quickest possible means (Tel No 02392 765206 or 02392 765143)
27. **Security.** Security Orders are to be complied with at all times. A copy of these orders are available in the CI AOSC Office. All personnel are to carry a means of identification while in the Fort area.
28. **Termination of Berth Allocation.** If a yacht owner is not complying with these Standing Instructions, Fort Blockhouse Standing Orders or the Rules for Allocation of a Berth, the ASA Mooring Committee may terminate the berthing agreement.
29. **Spare Yacht Keys.** Berth Holders are requested to forward to the CI AOSC a set of spare yacht keys. These will be held in a secure cabinet in the CI Office and used only in an emergency.

M J Clews

M J Clews
CI AOSC

Distribution:

Action:

All Berth Holders

Information:

ASA Rear Commodore (Offshore)

ASA Sec

