



HR 34.2 BOAT FOLDER

ATLAS

 Hallberg-Rassy 34.2



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HR 34.2 BOAT FOLDER

SIR ARTHUR

 Hallberg-Rassy 34.2



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1

POINTS OF CONTACT & YACHT PARTICULARS

2

YACHT TAKEOVER, INVENTORY & HAND BACK

3

DEFECTS LOG

4

TAKEOVER & HAND BACK FORMS

5

SKIPPER'S AID MEMOIRS

6

ENGINE & GEARBOX LOGS

7

ROUTINE MONTHLY MAINTENANCE LOG

8

ACCIDENT & INCIDENT REPORTING

9

ADDITIONAL INFORMATION

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INDEX

SECTION 1 – POINTS OF CONTACT & YACHT PARTICULARS	
RAFSA(O) Officials - Telephone Numbers	1-1
RASFSA(O) Useful Telephone Numbers – Largs & Plymouth	1-2
STC Data Sheet	1-3
HR34.2 Standard Specification and Polar Diagram	1-4
SECTION 2 - YACHT TAKEOVER, INVENTORY & HAND BACK	
ANNEX A To SOP 2 HR 34.2 Takeover Routine	2-1
ANNEX B To SOP 2 HR 34.2 Inventory and Equipment Stowage Plan	2-2
ANNEX C To SOP 2 HR 34.2 Equipment Location	2-3
ANNEX D To SOP 2 HR 34.2 Yacht Cleaning Routine	2-4
ANNEX E To SOP 2 HR 34.2 Hand Back Routine	2-5
SECTION 3 - DEFECTS LOG	
Defects Log	3-1
SECTION 4 – TAKEOVER & HAND BACK FORMS	
Takeover & Hand Back Forms	4-1
SECTION 5 – SKIPPER’S AID MEMOIRS	
Annex A to SOP 3 - Crew Briefing Guide (Mandatory)	5-1
Annex B to SOP 3 - Skipper Pre-Departure Checklist & Crew Briefing	5-2
Annex C to SOP 3 - Crew Job Specifications	5-3
SECTION 6 - ENGINE & GEARBOX LOGS	
Engine and Gearbox Running Log	6-1
SECTION 7 – ROUTINE MONTHLY MAINTENANCE LOG	
HR 34.2 Routine Maintenance Schedule	7-1
STC Compass Check Record	7-2
SECTION 8 – ACCIDENT & INCIDENT REPORTING	
RYA Simple Form of Salvage Agreement	8-1
RAFSA(O) Functional Safety Occurrence Report (FSOR) Form	8-2
MAIB Accident Report Form (ARF)	8-3
RYA Triggers for Reporting Accidents & Incidents	8-4
RYA Accident & Incident Reporting Form	8-5
SECTION 9 - ADDITIONAL INFORMATION	
HR 34.2 Indicative Sail Plan	9-1
HR 34.2 Through Hull Fittings Location	9-2
Flag Etiquette	9-3
The Green Blue Environmental Guides	9-4

LIST OF AMMENDMENTS

Ser	AL	Pages	Remarks
1	1	i, ii, 1 - 1 - 1 & 2, Secn 8: 8 - 1- 1 to 4, 8 - 2 - 1 to 4, 8 - 3 - 1 to 4	Move to Ardrossan. Adoption of FSOR.
2	2	All	Re-issued
3			
4			
5			
6			
7			

SECTION 1 – POINTS OF CONTACT & YACHT PARTICULARS

RTAFSA(O) Officials - Telephone Numbers	1-1
RASFSA(O) Useful Telephone Numbers – Plymouth & Solent	1-2
HR 34.2 Data Sheets	1-3
HR 34.2 Standard Specification and Polar Diagram	1-4

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RASFSA(O) OFFICIALS – TELEPHONE NUMBERS

Ser	Appointment	Name	Tel No
1	RAFSA(O) Yacht Management	Email Address for: vessel handover / takeover certificates, defect log & incident reports	rafsaoyachtmgmt@gmail.com
2	Cdre RAFSA	Gp Capt Tom Walker	M: E: tom.walker501@mod.gov.uk
3	Vice Cdre RAFSA	Wg Cdr Joe Litten	M: 07813 112892 E: joseph.litten825@mod.gov.uk
4	Rear Cdre Offshore	Wg Cdr Gill Burgess	M: 07414 490990 E: Gillian.Burgess143@mod.gov.uk E: gill.burges@rafsailing.co.uk
5	RAFSA(O) Training Principal	AVM David Stubbs	M: 07747 015432 E: David.stubbs@rafsailing.co.uk
6	Chief Instructor Plymouth	Mr Carl Rich	M: 07711 258387 E: Carl.rich@rafsailing.co.uk
7	Chief Instructor Gosport & Certificates Officer	Mr Andy Green	M: 07813 945520 E: any.green@rafsailing.co.uk
8	Training Officer	Flt LT Luci Conder	M: 07513 045175 E: luci.conder@rafsailing.co.uk
9	Deputy Training Officer	WO John Thompson	M: 07878 112358 E: john.thompson@rafsailing.co.uk
10	OIC ATLAS	Damien	
11	OIC SIR ARTHUR	Mr Glenn Parker	H: 01249 652344 M: 07834 227482 E: glenn.parker@rafsailing.co.uk
12	Charter Manager	Mr Harry Britten-Austin	H: 01989 730453 M: 079816236 E: harry.brittenaustin@rafsailing.co.uk
13	Fleet Manager	Wg Cdr Guy Thomas	M: 07803164569 E: guy.thomas@rafsailing.co.uk E: Guy.Thomas167@mod.gov.uk
14	Deputy Fleet Manager	Flt Lt Ross Flower	M: E: ross.flower@rafsailing.co.uk E: ross.flower102@mod.gov.uk

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RASFSA(O) USEFUL TELEPHONE NUMBERS – PLYMOUTH & SOLENT

Every effort must be made to contact a committee member (preferably the OIC or Fleet manager) before engaging with any professional assistance

PLYMOUTH			
Serial	Appointment	Name	Tel No
1	Plymouth Yacht Haven – marina manager	Steve Kitchen	01752 404231
2	Yacht Engineer	Dave Hill	01752226143 07778502468
3	(Power/Transmission)	Marine Engineering (Looe) Flint Engineering Solutions Darren Flint	07780 97580
4	Electrician	Through: Mountbatten Boat House Chandler – Gavin Hearnden	01752482666 07767362401
5	Riggers	Hemisphere Rigging Services Neil	07790225511
6	Hull/Fixtures/Fittings	Peninsular Marine Services Andy Shepperd Nathan Bone Chris	07508919854 07860227219 01752482936 07780975806
7	Chandlers	Mount Batten Boat House Gavin Hearnden	01752482666 07767362401
8	Sails	Armada Sails Richard Shelmerdine	07801449035
9	Sea Start	Marine Breakdown Assistance Membership No: 19209	01489557364
Solent			
1	Hornet Services Sailing Club Gosport	Marina	023 9258 0403
2	Hull/GRP	TBC	TBC
3	Sails	TBC	TBC
4	Mechanical	TBC	TBC
5	Electrical/electronic	TBC	TBC
6	Chandlery	TBC	TBC

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STC Data Sheets

RAFSA HR 34.2 ATLAS – DATA SHEET			
Callsign	2ED13		
Year of Manufacturer	Feb 2011		
MMSI No	235084159		
Port of Registry	UK (SSR)	Craft Identification No	SE-HRM34249E011
Registered Owner	RAFSA	Sail Number	GBR 3593L
Registered Number	SSR 145661	Displacement	5300 kg
Registered Tonnage		Gross Tonnage	7000 kg
Dimensions			
LOA	10.32m	LWL	9.09m
Beam	3.42m	Draught	2.0m loaded
Air Draught	15.92m		
Engine			
Engine Type	Volvo Penta D1-30F	HP	21 KW / 29HP
Serial Number	5102127510U	Fuel	Diesel
Engine Oil	SAE 15W/40, 20W/50	Capacity	3.51L
Gearbox Oil	SAE 15W/40	Capacity	2.9L
Fuel Consumption	At 1800 rpm: 1.5 L/hr At 2200 rpm: 2.5 L/hr		
Transmission	MS 130S-B		
Serial Number	51301018476		
Propeller Type	Gori Two Blade Folding		
Capacities			
Fresh Water	265L		
Diesel	165L		
RAFSA HR 34.2 SIR ARTHUR – DATA SHEET			
Callsign	2ED16		
Year of Manufacturer	Feb 2011		
MMSI No	235084163		
Port of Registry	UK (SSR)	Craft Identification No	SE-HRM34251F011
Registered Owner	RAFSA	Sail Number	GBR 3594L
Registered Number	SSR 145663	Displacement	5300 kg
Registered Tonnage		Gross Tonnage	7000 kg
Dimensions			
LOA	10.32m	LWL	9.09m
Beam	3.42m	Draught	2.0m loaded
Air Draught	15.92m		
Engine			
Engine Type	Volvo Penta D1-30F	HP	21 KW / 29HP
Serial Number	51301018478	Fuel	Diesel
Engine Oil	SAE 15W/40, 20W/50	Capacity	3.51L
Gearbox Oil	SAE 15W/40	Capacity	2.9L
Fuel Consumption	At 1800 rpm: 1.5 L/hr At 2200 rpm: 2.5 L/hr		
Transmission	MS 130S-B		
Serial Number	51301018478		
Propeller Type	Gori Two Blade Folding		
Capacities			
Fresh Water	265L		
Diesel	165L		

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HR34.2 STANDARD SPECIFICATION AND POLAR DIAGRAM

Hallberg-Rassy 342

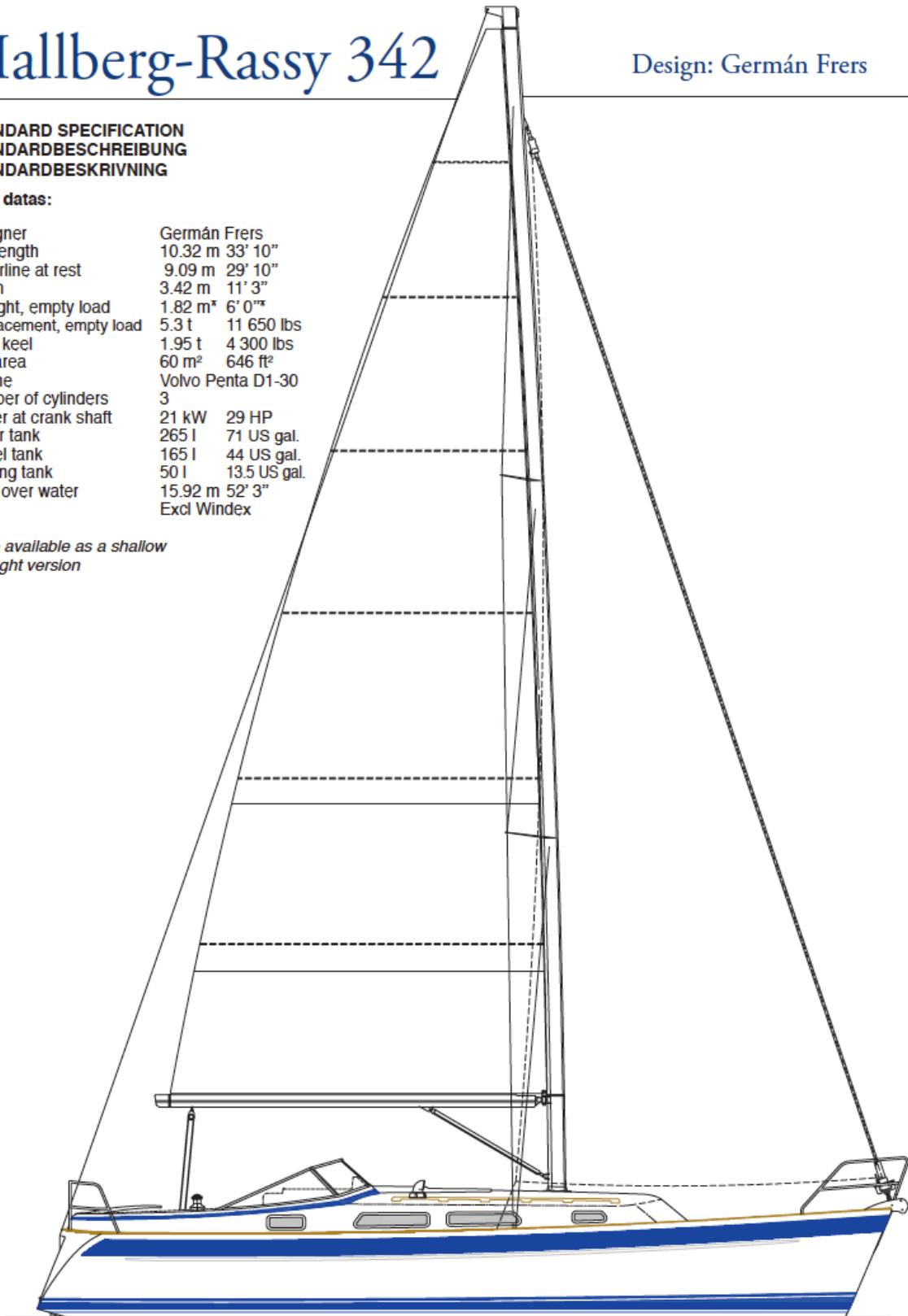
Design: Germán Frers

STANDARD SPECIFICATION
STANDARD BESCHREIBUNG
STANDARD BESKRIVNING

Main datas:

Designer	Germán Frers
Hull length	10.32 m 33' 10"
Waterline at rest	9.09 m 29' 10"
Beam	3.42 m 11' 3"
Draught, empty load	1.82 m* 6' 0"*
Displacement, empty load	5.3 t 11 650 lbs
Lead keel	1.95 t 4 300 lbs
Sail area	60 m ² 646 ft ²
Engine	Volvo Penta D1-30
Number of cylinders	3
Power at crank shaft	21 kW 29 HP
Water tank	265 l 71 US gal.
Diesel tank	165 l 44 US gal.
Holding tank	50 l 13.5 US gal.
Mast over water	15.92 m 52' 3" Excl Windex

**Also available as a shallow draught version*



 **Hallberg-Rassy**

Standard Specification, English

Hull and deck

Gelcoat colour: white. Laminate construction of Hull: isophthalic gelcoat and a vinyl ester based barrier coat, polyester laminate. Hand lay-up method, insulated above water line against heat and cold. Integrated rubbing strake with brass strip. Blue decorative band in gelcoat. Strong floor reinforcements. Deep bilge. The boat has a bolt on lead keel with 12 stainless keel bolts. Deck, coachroof areas and also cockpit are of sandwich construction laminated to the hull to form a one piece construction. Cockpit length 2.41 m.

Deck and deck fittings

Integrated bathing platform with folding ladder. Deck, toerail, handrails, cockpit seats, cockpit floor, side trims and bathing platform in quality teak. Strong stainless steel cleats forward and aft. Spring cleats and fittings for spinnaker blocks fitted on toe rail. Two skylights deck-hatches, 70 x 70 cm. Totally ten opening portlights. The toilet compartment and aft cabin each have two opening portholes. Pulpit and pushpit guard rails. Two Lewmar 40 EVO selftailing chrome sheet winches. Windscreen with handholds and sprayhood. The mid section of the screen opens. Easy view compass in instrument console above sliding hatch. Genoa tracks with floating blocks and return pulleys to sheet winches. Stainless steel ruddershaft with two self aligning bearings for low friction in all situations. Tiller steering. Two self-closing ventilators on coach roof. Chain locker forward with space for fenders and chain. Strong stemhead roller on which a Delta anchor can be fitted. Deck scupper drains to avoid hull marking. Space aft for two 6 kg PK6 composite gas cylinders.

Mast, rigging and sails

Fractional rig by Selden with strong tackle backstay tensioner for trimming of mast. Headsail furling and reefing system Selden Furler. Double spreaders. Mainsail & genoajib in Offshore version with special leather reinforcements from Elvström Sails in Denmark. Main sail cover. Halyards and lines lead into cockpit through 8 Spinlock jammers to two Lewmar 30 EVO chrome winches under the wind shield. Single line reefing system to the cockpit. Selden Rodkick. Main boom supplied with outhaul and two reefing lines. Spinnaker track for stowing pole on mast. International LED Navigation Lights.

Accommodation

Interior tastefully finished in mahogany with two-component matt silk varnish. Flush mounted interior locker doors with invisible hinges and built in end stoppers. Well positioned lighting. No fiberglass visible. High quality upholstery. 12 cm foam cushions, all in two densities for great comfort. Curtains for side portlights and skylight hatches. Floors are in real teak with inlaid holly stripes and varnished. Inspection openings in floorboards for easier access to valves, speed transducer, bilge etc. White headlining accentuated with mahogany inlays.

Saloon

Two sofas, on port side a 1.90 m long L-shaped sofa and on starboard side 2.15 m with berth extension under the chart table. Lockers above the sofas and stowage space underneath the starboard side saloon sofa. Bookshelves on port and starboard side. There is a strong saloon table. Opening portlights. Headroom 1.91 m.

Galley and chart table

Solid composite stone countertop with mahogany fiddles around. Cooker with oven and two extra deep double sinks. Ample stowage room, chopping board, drawers and waste bin. Fridge: well insulated box with basket and cooling unit with an electric Danfoss Compressor. Work table with fiddle to the side but not where you rest your elbow. Here is also the electric switch panel. Opening portlights over both galley and chart table.

Forward cabin

Generous double berth 2.14 m long and 2.07 m wide at the widest part. Footend 57 cm wide. On both sides there are lockers above and generous stowage (no tank) below the berth. Big hanging locker on starboard side and various lockers on starboard side. Vanity to port. Two opening portlights. Door leading to saloon.

Aft cabin

2.16 m long berth, 1.76 m wide at widest part. Footend 1.11 m wide. Spacious hanging locker. Lockers above berth and stowage below. Door leading to saloon. Two opening portholes ensure good ventilation.

Heads compartment

Interior lining and cupboard in white matt Resopal. Water-tight shower stall with teak grating. Robust manual pump toilet. Holding tank, to be emptied by gravity or deck pump outlet. Composite stone wash basin and countertop. Stowage above and below. Wet locker. Large mirror. Two opening portholes for ventilation.

Engine, electricity and fuel

3 Cylinder Volvo Penta D1-30 engine with sail drive and a two bladed folding bronze propeller. Carefully soundinsulated. All parts easily accessible. The engine is fresh water cooled. Engine hours counter. 12 Volt starter battery 62 Ah dedicated for engine start only. House batteries 240 Ah 12 v flat plate type. Charging of batteries is by 115 A alternator from engine. Switch panel with fuel and water gauges, voltmeter and automatic circuit breakers. Lighting strategically placed throughout. 12 v outlets at inner chart table and above sliding hatch in cockpit. International Navigation Lights. Capacity of Diesel tank 165 l, located under part of the sb side sofa.

Water

Pressurised fresh water system with one eight litres pressure tank for cold water. Freshwater tank 265 litres, located under part of the ps saloon sofa. Manual bilge pump as well as an emergency bilge pump.

Instrumentation

Raymarine i50 Tridata with Triducer for Speed, Depth and water temperature. Magnetic compass. Engine panel with RPM-meter and engine hours counter. Tank meters for fuel and fresh water are located at the electric central above the inner chart table.

Ventilation

Two hatches, ten opening port holes, ventilation in companionway washboard, two self closing vents in the saloon. Ventilated interior lockers.

Certification

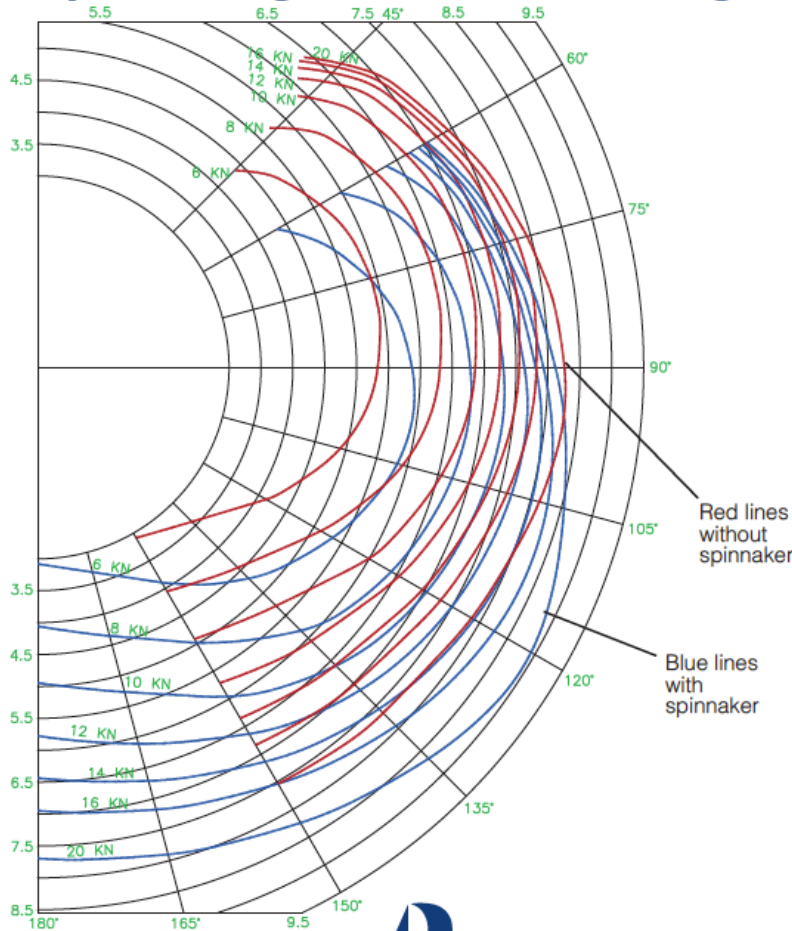
The boat is CE certified by Germanischer Lloyd and delivered with a CE certificate and a CE plaque for category A (unlimited ocean voyages).

Underwater hull finish and loose equipment

The underwater hull is treated with two coats of epoxy primer plus two applications of antifouling.
4 Fenders
4 Mooring lines
Boat hook
10 kg Breeze-anchor, short chain and 30 m anchor line
Flag staff
Mainsail and furling genoajib in coded sail bags
Windex
Two winch handles
Two fire extinguishers
Spare bulbs

Modifications reserved. Chosen extra equipment may affect this standard specification. Drawings are for orientation only. Measurements are not to be taken from these. Drawings may show optional equipment.

Speed diagram / Geschwindigkeitsdiagramm



Comments by Germán Frers:
This diagram show average speed, not top speeds in various wind conditions and sailing angles. They can be used as a guide to sail the boat at best using the wind angles up wind and downwind which yield the best VMG (speed made good)

Kommentar von Germán Frers:
Dieses Diagramm zeigt die Durchschnittsfahrt, nicht Topfahrt, in verschiedenen Windstärken und Richtungen. Das Diagramm kann als eine Orientierung auf Trimmfahrten benutzt werden, um die richtige Höhe am und vor dem Wind zu finden.

Kommentar av konstruktören Germán Frers:
Diagrammet visar genomsnittsfarter, ej toppfarter, i olika vindstyrkor och vid olika vinklar mot vinden. Diagrammet kan användas för att hitta rätt VMG (effektiv fart mot mål) på kryss såväl som på undanvind.



HALLBERG-RASSY VARVS AB, HALLBERG-RASSYVÄGEN 1, SE-474 31 ELLÖS, SWEDEN. TEL +46-(0)304-54 800.
info@hallberg-rassy.se www.facebook.com/hallberg-rassy www.instagram.com/hallberg-rassy www.hallberg-rassy.com

SPARE PARTS AND ACCESSORIES: HALLBERG-RASSY PARTS AB, SE-474 21 ELLÖS, SWEDEN.
TEL +46-(0) 304 54 990. info@hr-parts.com www.hr-parts.com

		True Wind Speed								
		4	6	8	10	12	14	16	20	25
Beefing Targets	Vs (knot)	3.42	4.57	5.28	5.71	5.90	6.03	6.10	6.21	6.38
	TWA (°)	45.8	42.8	40.8	40.6	39.1	37	37.8	36.3	37
	VMG (knot)	2.39	3.35	4.00	4.33	4.58	4.79	4.88	4.98	5.12
True Wind Angle	45	3.38	4.72	5.58	6.02	6.30	6.45	6.55	6.69	6.75
	52	3.76	5.10	5.94	6.36	6.60	6.72	6.82	6.95	7.06
	60	4.07	5.40	6.19	6.58	6.84	6.97	7.07	7.21	7.31
	70	4.30	5.62	6.36	6.74	7.02	7.20	7.31	7.46	7.60
	80	4.37	5.70	6.43	6.80	7.14	7.34	7.50	7.69	7.86
	90	4.32	5.65	6.52	6.94	7.16	7.41	7.62	7.90	8.12
	100	4.24	5.74	6.58	7.01	7.27	7.43	7.62	8.04	8.36
	110	4.21	5.67	6.51	6.99	7.35	7.56	7.73	8.01	8.53
	120	3.99	5.44	6.34	6.88	7.34	7.64	7.89	8.24	8.61
Running Targets	Vs (knot)	3.2	4.44	5.36	6.16	6.55	6.55	6.93	7.59	8.50
	TWA (°)	140.2	143.9	147.7	151.7	163.4	168.9	171.1	171.9	169.3
	VMG (knot)	2.46	3.66	4.46	5.17	5.82	6.36	6.85	7.51	8.35
		Max Reaching Speed (knot)								
		4	6	8	10	12	14	16	20	25
Vs (knot)		4.37	5.82	6.63	7.04	7.35	7.64	7.89	8.49	9.29
Upwind Sail Area :		Main (34 m ²) + Genoa (26.2 m ²)								
Downwind Sail Area :		Main (34 m ²) + Spi (84.9 m ²)								
TWS measured at masthead										

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SECTION 2 - YACHT TAKEOVER / HANDOVER & INVENTORY

ANNEX A To SOP 2 HR 34.2 Takeover Routine	2-1
ANNEX B To SOP 2 HR 34.2 Inventory and Equipment Stowage Plan	2-2
ANNEX C To SOP 2 HR 34.2 Equipment Location	2-3
ANNEX D To SOP 2 HR 34.2 Yacht Cleaning Routine	2-4
ANNEX E To SOP 2 HR 34.2 Hand Back Routine	2-5

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ANNEX A TO SOP 2 - HR 34.2 TAKEOVER ROUTINE

1. **General.** Skippers **must** check the yacht's equipment and stores against the Inventory and Stowage Plan at Annex B ([Crew Reference Cards](#)) on taking over the yacht. And record completion in the [Ship's Logbook](#). Deficiencies or surpluses **must** be recorded in the [Yacht Takeover Form](#). Skippers may be liable for damage and missing inventory not declared on takeover. **On completion of the yacht Take Over routine, skippers are to photograph the completed Take Over Form and any pages in the Defects Log with open entries, and upload them to:** <https://www.rafsailing.co.uk/offshore/takeover-and-handback-reporting/>

2. **Minimum Briefing Requirement.** Skippers **are to** complete the minimum briefing requirement at [SOP 3](#) before any persons stay on board overnight or use the yachts systems.

3. **Checking the Yacht.** On taking over the yacht, the Skipper and Mate, assisted by the crew, **should** use the Inventory and Stowage Plan to check the presence, location, safe stowage, condition, and operation of all inventory items.

4. **Additional Checks.** Skippers **should** carry out the following additional checks. Ideally in daylight (copy in the [Crew Reference Cards](#)), noting any damage, snags or deficiencies in the [Defects Log](#) in the [Boat Folder](#). Routine monthly maintenance **should** be completed during the charter (see [Boat Folder](#) Secn 7) and the [Routine Monthly Maintenance Log](#) completed.

a. **On Deck.**

- Check **warps and fenders** set correctly and secure.
- **Shore power** connected, both battery Master switches on (in saloon)
- Raise **Burgee and Ensign** (if timing appropriate)
- Check the condition of the **hull** for damage note on TO certificate
- Check the **bow anchor** is pinned and tied on
- Check **rigging** condition from the deck and all pins are in place
- Check **running gear** condition and all pins and split rings are in place
- Check condition – **deck fittings**, stanchions, and rails – split rings in place
- Check the condition of all the **halyards** and lines
- Check the manual and electric **bilge pumps** for operation
- Check gas bottle **locker drains** unblocked
- Check the type and location of **fire extinguishers** onboard and their use
- Check the **navigation equipment**; check depth reading using the lead line
- Check the **navigation lights** work and understand the switch controls
- Check **battery voltage** on right hand cockpit navigation display
- Turn on (- position) **immersion heater** (switch in Sbd cockpit locker, outboard)

b. **Below Deck.**

- WOBBLE (**W**ater, **O**il, **B**elt, **B**ilges, **L**ines & **L**inkages, **E**lectrics (voltage)).
- Check the engine security and inspect mounts and mechanical components.
- Clean engine cooling seawater inlet strainer.
- Check the location of all skin fittings/seacocks.
- **You MUST disconnect shore power before starting the engine.**

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ANNEX B TO SOP 2 - HR 34.2 INVENTORY AND EQUIPMENT STOWAGE PLAN

HR 34.2 INVENTORY & STOWAGE PLAN - TOPSIDE

FITTINGS ON DECK	Qty	Ck	ANCHOR LOCKER	Qty	Ck
Mast head lantern	1		Anchor - Delta	1	
Anchor light	1		Anchor chain & warp	1	
Tri- colour	1		Tripping buoy w attachment	1	
Windex	1				
Radar reflector	1		COCKPIT LOCKER STBD	Qty	Ck
Steaming light	1		Fire extinguisher	1	
Bi colour	1		Spare water – 20L	1	
Deck light	1		Spare diesel - 20L	1	
Spinnaker pole	1		Spare engine oil 5L min	1	
Spinnaker pole downhaul	1		Spare engine coolant 5L min	1	
Furling Genoa sail c/w sheets	1		Filler funnel	1	
Main sail, sail bag and lazy jacks	1		Storm jib, sheets & bag	1	
Boat hook	1		Manual bilge pump	1	
Fenders	6		Shore power cable c/w plug & socket (one metered)	2	
Ball fender	1		Buckets c/w lanyards	2	
Windshield c/w Spray hood	1		Hose pipe on reel	1	
Instruments x 3 c/w covers	3		Deck scrubber/brush	1	
Steering Compass c/w cover	1		Mop	1	
Wash boards	2		Kedge anchor c/w chain & warp	1	
Tiller with extension	1		No 1 Jib, hyfield lever, jib extension & bag	1	
Horseshoe lifebuoy, Light & drogue (dan buoy attached)	1		Trays for warps and elec cables	2	
Spinnaker blocks	2		Warps (4 x short, 2 x long)	6	
Horseshoe lifebuoy, light & drogue	1		Spray Hood cover	1	
Dan buoy	1		Main Sail & gooseneck covers	1ea	
Throwing Line	1				
Stern light	1		PUSHPIT RAIL		
Jackstays	2		Outboard motor c/w with lock	1	
			QUARTER LOCKER - STBD	Qty	Ck
QUARTER LOCKER - PORT	Qty	Ck	Lasso (always on top)	1	
Gas bottles c/w safety caps	2		Preventer	1	
Bilge pump handle	1		Handy-Billy/Recovery Line	1	
Motoring cone	1		Petrol 5L container	1	
Anchor ball	1				

Notes:

HR 34.2 INVENTORY & STOWAGE PLAN - BELOW DECK - 1

FOREPEAK PORT LOCKER	Qty	Ck
Life jacket rearming kit	2	
Tool kit	1	
Sail repair kit	1	
Tender repair kit	1	
Assortment of light bulbs	-	
Electrical spares	-	
Engine spares - min 1 ea: belt, impeller, oil & fuel filters	-	
Assorted nuts, bolts & screws	-	
Yacht documents folder (equipment manuals)	1	
Yacht information folder (certificates & service records)	1	
FOREPEAK CABIN	Qty	Ck
Fire extinguisher	1	
Emergency torch	1	
Cushion set	1	
Reading lights	2	
SALOON SHELF PORT	Qty	Ck
Not to be stowed elsewhere		
Daily use first aid kit	1	
C class medical kit	1	
First aid book	1	
MGN 1905	1	
MAIN SALOON	Qty	Ck
Hanger for F/W gear and LJs	12	
Life Jackets (port handrail)	6	
Safety lines (att to lifejackets)	6	
Foul Weather suits Small	1	
(port handrail): Medium	2	
Large	2	
Extra large	1	
Lee Cloths - Sets	2	
Cushion sets	2	
Reading lights	6	
Battery master switches	2	
Fire extinguisher	1	
Non-slip table mats	6	

FOREPEAK UNDER BUNK	Qty	Ck
Spinnaker & bag	1	
Spinnaker sheets	2	
Spinnaker guys	2	
Spare safety lines	2	
Spare life jackets	2	
Tender c/w valise	1	
Tender oars	2	
Tender seat	1	
Tender inflation pump & hose	1	
Vacuum	1	
SALOON SHELF STARBOARD	Qty	Ck
RAFSA SSMP	1	
RAFSA(O) HR34.2 SOPs	1	
RAFSA(O) HR 34.2 Operating Manual	1	
RAFSA(O) Food Hygiene Policy	1	
RAFSA Safeguarding Adults – Policy and Procedures	1	
RAFSA Safeguarding Children – Policy and Procedures	1	
Reeds almanac	1	
Tidal stream atlases	1	
NP5011 (symbols & abbreviations)	1	
Stability booklet	1	
Pilot books	-	
Spare ship's Logbooks	2	

Notes:

HR 34.2 INVENTORY & STOWAGE PLAN - BELOW DECK - 2

GALLEY	Qty	Ck
Gimbaled gas cooker hob	1	
Pan Holders	4	
Oven Grid	1	
Oven Trays	2	
Restraining Strap	1	
Kettle	1	
Tea Pot	1	
Sink plugs	2	
Mixer Tap	1	
GALLEY CUPBOARD TOP	Qty	Ck
Plates - Large	6	
Plates Small	6	
Bowls	6	
Beakers	6	
Mugs	6	
Sieve	1	
Measuring Jug	1	
Mixing Bowl	1	
Chopping Board	2	
Colander	1	
Electric Kettle	1	
GALLEY CUPBOARD LOWER	Qty	Ck
Pans c/w Lids	3	
Frying Pan	1	
Cooking Pot c/w lid	1	

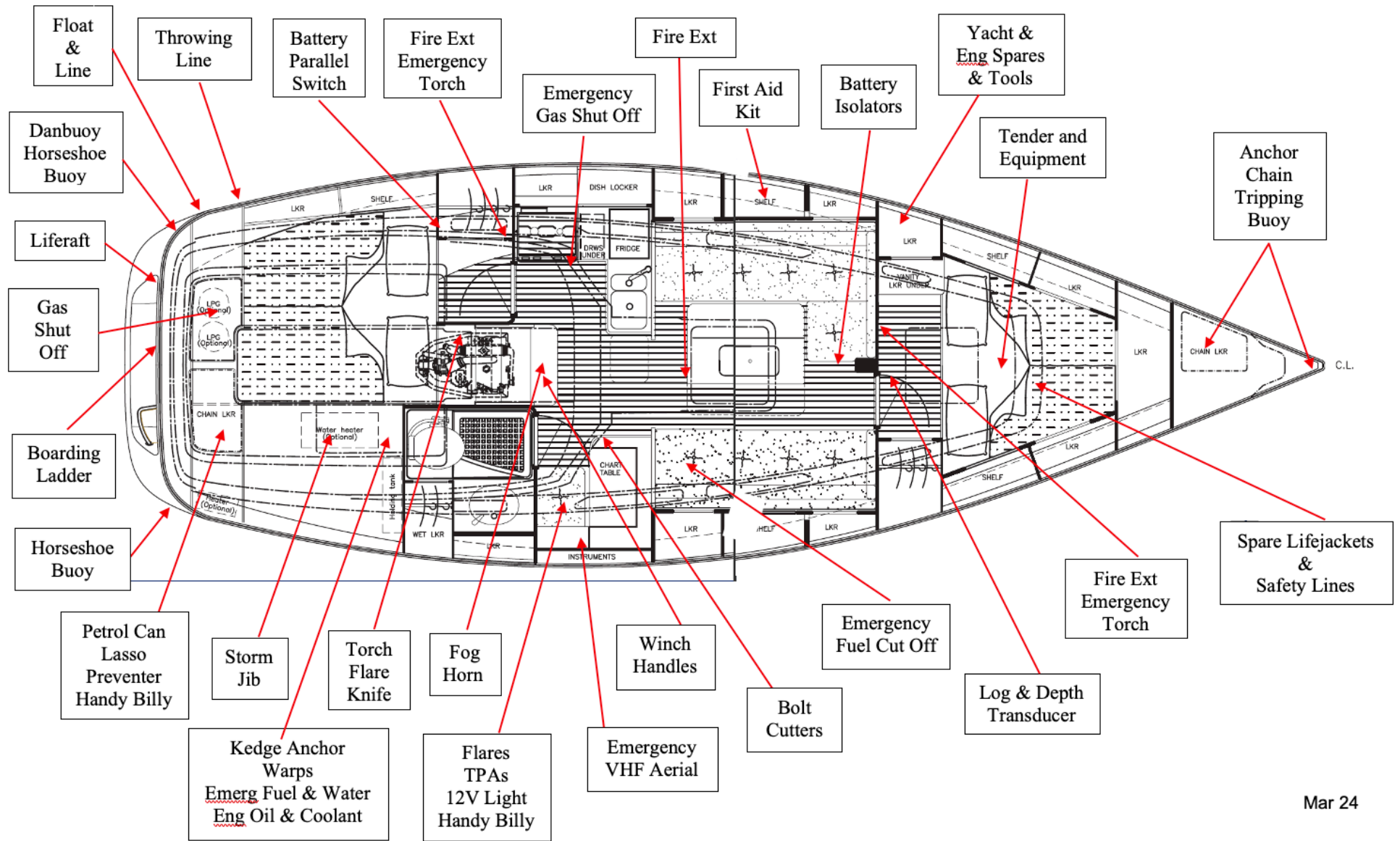
GALLEY DRAWERS	Qty	Ck
Knives	6	
Forks	6	
Spoons	6	
Teaspoons	6	
Kitchen knives	2	
Potatoes peeler	1	
Corkscrew	1	
Can opener	1	
Knife sharpener	1	
Fish Slice	1	
Ladle	1	
Serving spoon (large)	1	
Potatoes masher	1	
Slotted spoon (large)	1	
Gas lighter/Matches	1	
Cling film	1	
Aluminium foil	1	
GALLEY UNDER SINK CUPBOARD	Qty	Ck
Dust pan & Brush	1	
Cleaning material	-	
Plastic disposable bags	-	
Electric toaster	1	

Notes:

HR 34.2 INVENTORY & STOWAGE PLAN - BELOW DECK - 3

NAVIGATION AREA	Qty	Ck	HEADS	Qty	Ck
Handheld VHF Radio, charger & 12v plug	1		Toilet brush & holder	1	
Binoculars w case (stbd shelf)	1		Cleaning materials		
Assortment of National Flags			Toilet Paper		
Pencil Rack	1		Hanging rail (in tall cupboard)	1	
VHF Radio	1		Emergency torch	1	
Barometer & clock	1				
Chart Plotter, SD card & cover	1		AFT CABIN & LOCKER	Qty	Ck
Retaining Strap	1		Fire extinguisher	1	
Knife & Marlin spike set	1		Battery link switch key	1	
			Cushion set	1	
CHART TABLE	Qty	Ck	Reading lights	2	
In use Ship's Logbook	1		Emergency torch	1	
RAFSA(O) Crew Reference Cards	1		Fire alarm	1	
RAFSA(O) EDDRA book	1				
RAGFSA(O) Boat Folder	1		COMPANIONWAY STEP LOCKER	Qty	Ck
Chart Folios (check all charts present)	-		Winch handles - Large	2	
Pens, 2B pencils, rubbers, sharpeners	-		Winch handles - Small	2	
Ship's Key bunch	1		Fog horns c/w air canisters	2	
Portland Plotters	2		Manual foghorn	1	
Kill chord	1		Engine compartment key	1	
			Reefing bungees (not to be hung from companionway hand rails)	4	
CHART TABLE SEAT LOCKER	Qty	Ck	Sail ties (not to be hung from companionway hand rails)	8	
Flares container yellow	1				
Red rocket flares	4		COMPANION WAY SIDE PANELS	Qty	Ck
Red handheld flares	6		Flare – White (steamer scarer)	1	
Orange smoke	2		Torch	1	
White handheld flares	3		Hand bearing compass	1	
12v Search Lamp	1				
Wooden Bungs (set)	1		UNDER CHART TABLE LOCKER	Qty	Ck
Grab bag with TPA	1		Lead Line	1	
Handy Billy	1		Boson's chair	1	
Emergency Yacht ID panel	1		Bolt/Wire Croppers	1	
Torches	1		Hose fittings in container	-	

ANNEX C To SOP 2 HR 34.2 Equipment Location



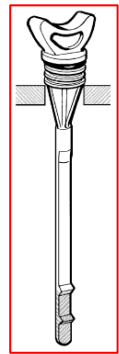
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ANNEX D TO SOP 2 - HR 34.2 YACHT CLEANING ROUTINE.

1. As Skipper, the standard of the clean-up is your responsibility. It is recommended that the skipper focuses on completing the logs, checking and cleaning the chart table area and their own sleeping area. The cleaning of the below and above deck areas can then be allocated to other crew members. Remember to **close all hatches before hosing down**.

- **Remove** all personal belongings from the yacht.
 - Clean the **heads**, including all cupboards, the deck board and shower tray. Wipe all surfaces with diluted bleach solution. Allow to ventilate.
 - Wash all **utensils** and re-stow.
 - Clean the **galley** but **do not** disconnect the cooker.
 - **Cabins and saloon**. Clean with mild bleach solution or disinfectant spray:
 - Wipe down inside all lockers.
 - Wipe down all surfaces.
 - Wipe down headlining's to prevent mold propagation.
 - Lift all cushions and wipe down underneath.
 - Complete **engine checks**, top up levels, clean **engine and strainers**.
- IMPORTANT** *The correct **gearbox oil level** is measured when the screw cap/dipstick is **Not screwed down** – it must be rested on the opening only.*
- Clean the **engine**, engine compartment and engine bilge.
 - Lift loose cabin **sole boards** and clean below. Ensure limber holes (drain hole between compartments) are clear.
 - Clean **bilge** under cabin table and leave dry.
 - Clean the **companion way** steps and surrounds, wipe down.
 - Brush out and wipe the **cabin sole** (floor) from bow to stern. Clean recessed lifting rings and gaps between sole board with blunt knife.
 - Erase pencil from all **charts and navigation publications**. Stow charts in correct order. Stow publications and dispose of flyers and leaflets.
 - Tidy/clean **chart table** area, (under table locker, seat locker and elbow locker).
 - Stow all **sails** neatly.
 - Coil all **warps** and lines; hang from the rail where practical.
 - Wash the **yacht** externally; include the anchor, anchor locker and gas locker, ensuring scuttles/drains are not blocked.
 - Raise and secure **spray hood**.
 - Remove all **gash** (waste) and dispose of safely.



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ANNEX E TO SOP 2 - HR 34.2 HAND BACK ROUTINE

1. The following routine **is to** be used by skipper's to ensure they hand-back the yacht in good order. **Routine Monthly Maintenance** (see **Boat Folder** secn 7) **should** be completed prior to hand back. **On completion of the hand back routine, skippers are to photograph the completed Hand Back Form and any pages in the Defects Log with open entries, and upload them to:** <https://www.rafsailing.co.uk/offshore/takeover-and-handback-reporting/>
2. Skipper's must follow the **below deck** and **on deck** hand back routine below and in the pictures on pages 2 - 5 -3 & 4

BELOW DECK – (See Photographs Below)

- **Complete Ship's Logbook** iaw **RAFSA(O) SOPs**.
- **Complete** routine monthly maintenance; report spares used in **Defects Log**.
- **Complete** following Logs in the **Boat Folder** (Section in brackets):
 - **Defects Log** (3),
 - **Hand Back Form** (4),
 - **Engine and Gearbox Running Log** (6),
 - **Routine Monthly Maintenance Log** (7)
- **Send these logs** and the **Hand Back Certificate**, to:
<https://www.rafsailing.co.uk/offshore/takeover-and-handback-reporting/>
- Close all **hatches** tight and **lock** deck hatch handles.
- Ensure **tools and spares** cupboards left tidy and in good order.
- Ensure under-bunk **forepeak stowage** left tidy and in good order.
- **Prop up** bunk base x 2 with dingy oars; leave **cabin door** latched open.
- Switch off both **batteries** (at base of mast in saloon).
- Hang **foul weather gear**, and **life jackets**, c/w **safety harnesses** on hangers from the port side handrail in the saloon.
- Leave **aft cabin door** latched open.
- Ensure all **gash** (waste) and open food is removed from yacht.
- Plug in **handheld VHF** to charge (lighter socket SBD side of chart table).
- **Switch panel**: select all instruments off. Leave all circuit breakers made .
- **Place:** **Crew Reference Cards**, **Boat Folder** and **Ship's Logbook** on chart table.
- **Heads door** - latched open, shower board up.

ON DECK – (See Photographs Below)

- Double warp bow and stern (bowlines ashore).
- Set springs (bowlines ashore).
- Hank all **warps** and secure to rail with a cow hitch.
- Run halyards forward to pulpit rail – ensure no chafing.
- Ease Genoa/Jib **halyard tension**.
- Ensure **sails** furled/stowed tidily and secure.
- Ensure main **sail** and **gooseneck cover** securely fitted.
- Lower **Burgee and Ensign** store in saloon.
- Hank **mainsheet**, hang from boom.
- Tidy all **cockpit lines** and secure around winches.
- Ensure **gas** is turned off.
- Secure **tiller** central & horizontal, use furling line secured to spinnaker winches.
- Ensure all **instrument covers** fitted.
- Ensure no **empty gas** bottles left on board – change at Chandlers (see [Boat Folder](#) Section 1).
- **Connect Shore Power**.
- **Turn off immersion heater** (switch located in Sbd cockpit locker, outboard).
- Ensure contents of all **cockpit lockers** are left tidy and in good order.
- Padlock **cockpit lockers** (locks in chart table).
- Ease **back stay** tension.
- Leave **Crew Reference Cards, Ships Log Book and Boat Folder** on chart table.
- **Lock yacht** and conduct final check before departing.
- **Leave keys at marina office (Plymouth) or guard post (Hornet SSC).**

RAFSA(O) HR343.2 HANDBACK ROUTINE



Fore peak cabin



Lifejackets and foul weather gear



Cockpit



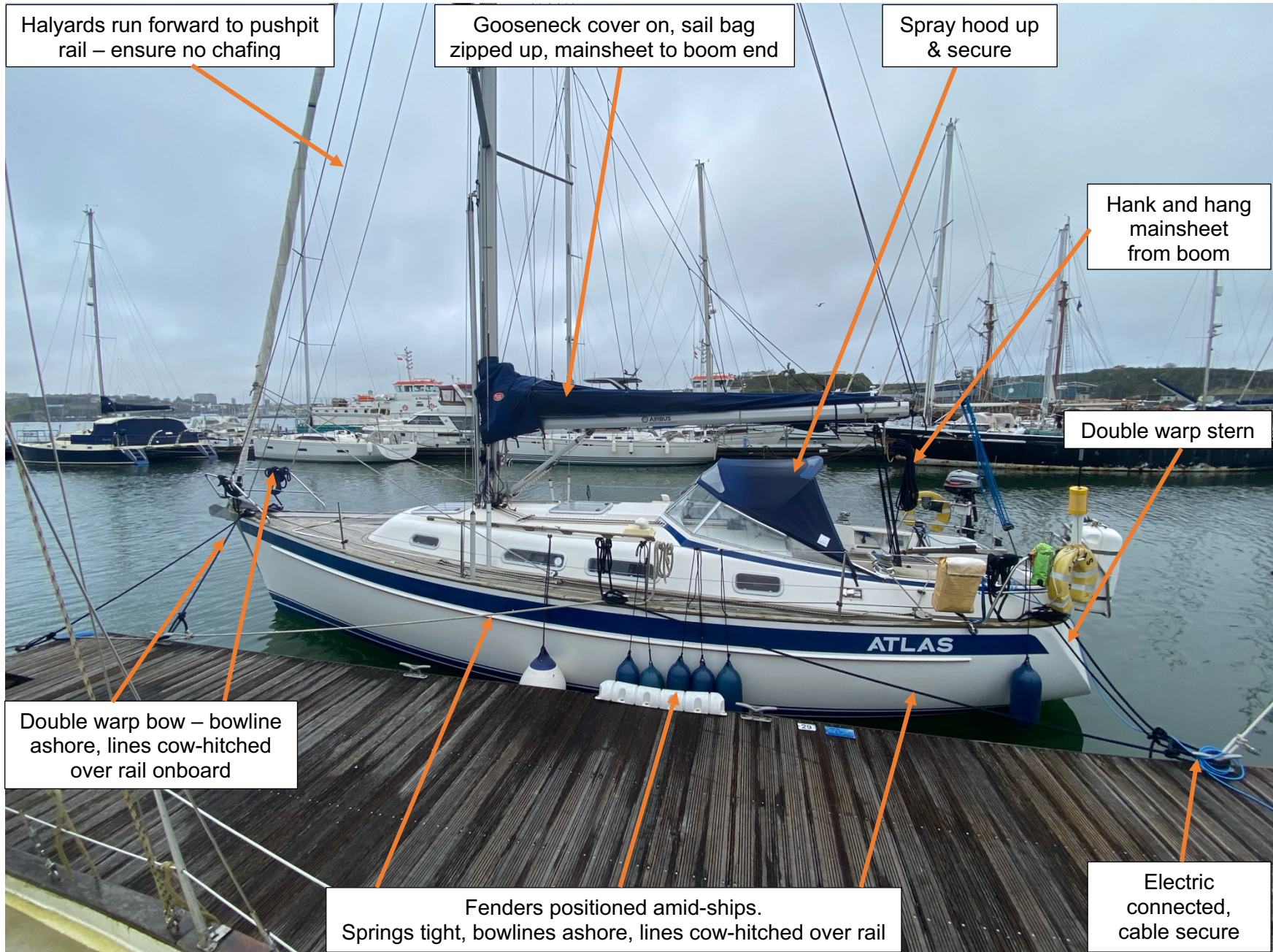
Galley



Quarter berth



Heads



SECTION 3 - STC DEFECTS LOG

RAFSA(O) HR 34.2 Defects Log

3-1

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At handover, photograph sheets with open entries and send to: <https://www.rafsailing.co.uk/offshore/takeover-and-handback-reporting/>

STC:

**DEFECTS
LOG**

- All outstanding defects are to be:**
- Brought to incoming skippers notice.
 - Brought to OIC's notice.
 - Entered in Handover Log if significant.

Page No: (C/F from Previous) (faults, snags, damage, losses, replacements etc)

DATE	SER NO	DEFECT	RAISED BY	ACTION TAKEN	DATE COMPLETED

At handover, photograph sheets with open entries and send to: <https://www.rafsailing.co.uk/offshore/takeover-and-handback-reporting/>

STC:

DEFECTS LOG

- All outstanding defects to be:**
- Brought to incoming skippers notice.
 - Brought to OIC's notice.
 - Entered in Handover Log if significant.

Page No: (C/F from Previous) (faults, snags, damage, losses, replacements etc)

DATE	SER NO	DEFECT	RAISED BY	ACTION TAKEN	DATE COMPLETED

SECTION 4 – TAKEOVER & HAND BACK FORMS

Takeover and Hand Back Form

4-1

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RAFSA(O) HR 34.2 TAKEOVER FORM

As Skipper I certify that:

- I have taken over STC..... on(date) iaw [RAFSA\(O\) HR34.2 SOPs](#)
- I have examined the [Boat Folder](#) and [Ship's Log Book](#) noting any outstanding issues & defects
- Reviewed the previous skipper's handover notes
- The vessel was clean, in good condition, inventory complete (**deficiencies** detailed below)
- The vessel and her equipment are in a safe, serviceable and seaworthy condition
- Yacht's **draught is 2.0m** from the water line when loaded
- I have checked the depth sounder reads from the waterline with the lead line

Damage, defects, deficiencies. Spares ordered at takeover:

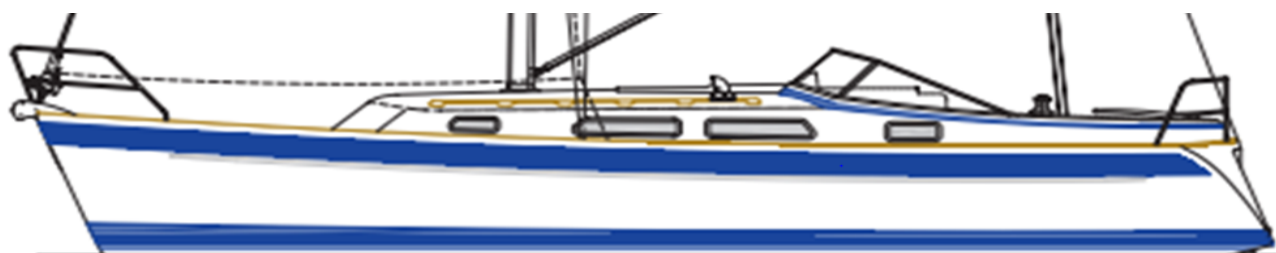
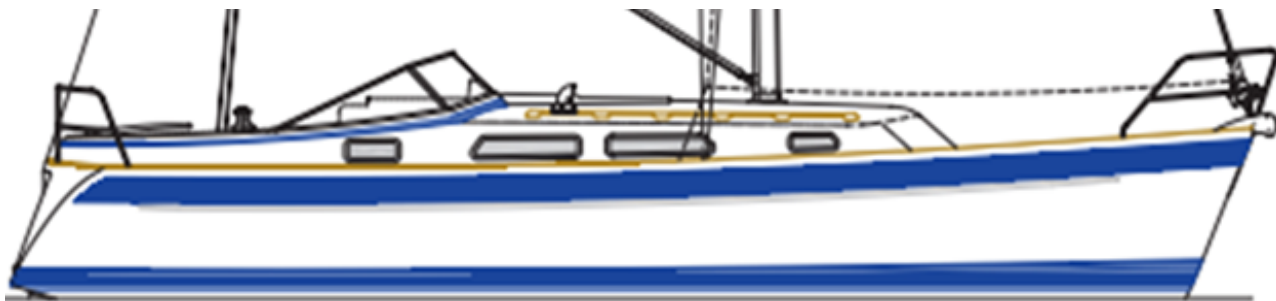
Skipper's Certificate:

I have read, understood and will comply with the [RAFSA\(O\) HR Doc Set](#) and will conduct EDDRA. **I have uploaded a image of this certificate and any open entries in the defects log to:**
<https://www.rafsailing.co.uk/offshore/takeover-and-handback-reporting/>

Skippers; Signature Initials and name

Engine hours start: Loose sole boards lifted and bilges clean: YES / NO

External damage shown below:



RAFSA(O) HR 34.2 HAND BACK FORM

As Skipper I certify that:

- I have handed back STC.....on.....(date) iaw [RAFSA\(O\) HR34.2 SOPs](#)
- I have listed, in the [Defects Log](#), any outstanding damage, defects or losses
- The vessel and her equipment are in a safe, serviceable and seaworthy condition
- Water and fuel are full. There are no empty gas canisters on board
- H/R 34.2 Yacht's **depth gauge** is set to read **depth of water**
- All known **Deficiencies** are listed below

Damage, defects, deficiencies. Spares ordered:

Comments:

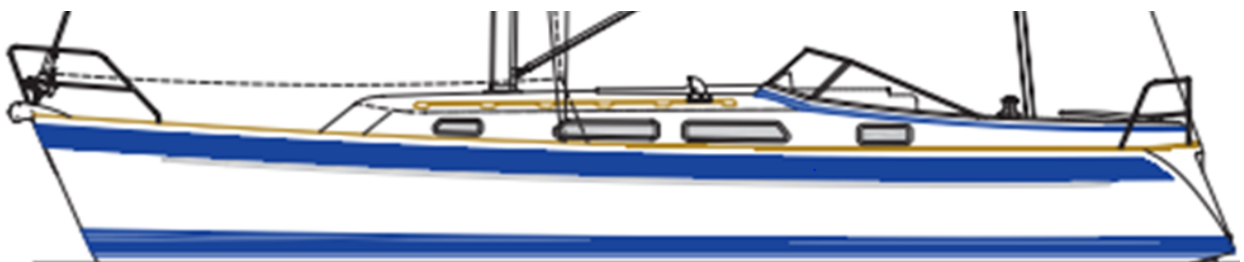
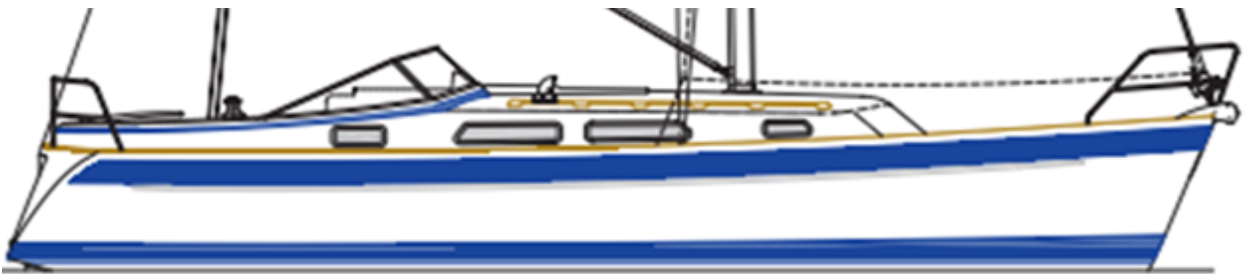
Skipper's Certificate:

I have uploaded a image of this certificate and any open entries in the defects log to:
<https://www.rafsailing.co.uk/offshore/takeover-and-handback-reporting/>

Skippers; Signature Initials and name

Engine hours finish: Loose sole boards lifted and bilges clean: YES / NO

External damage shown below:



SECTION 5 – SKIPPER’S AID MEMOIRS

ANNEX A To SOP 3 - Crew Briefing Guide (Mandatory)	5-1
ANNEX B To SOP 3 – Skipper’s Pre-Departure Checklist	5-2

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ANNEX A TO SOP 3 - CREW BRIEF GUIDE (MANDATORY)

Safety

- Hatch/window discipline - Secure at sea, **emergency exits**, use of locks
- Firefighting equipment - Location & operation. **alarms**: smoke & CO
- Gas & gas cooker - Switch on/off routine; **alarm** and control panel
- Cooking - Burns/scalds prevention: wear oilskins & boots
- Bilge pumps - Location & operation/routine, gas, bilge **alarm**
- Heads - Correct operation. NB dry position at sea
- Seacocks - Location & operation, use of bungs
- Radio - Procedures and operation in an **emergency**
- Navigating – chart plotter - Method of navigating to a suitable port or refuge
- Navigation lights - Use and battery conservation
- Lookouts at Sea - Requirement (COLREGS) & reports
- Searchlight - Location (day) and ready use stowage
- EPIRB - Location operation & use
- Pyrotechnics - Location operation & use
- Abandon Ship - Liferaft brief, method & options} **show pictures in**
- Safety Lines & Lifejackets - Daily checks, fitting & wearing } **Operating Manual**
- Knives - Yachts knife & personal knives
- Man Overboard Procedure - Hove to, Skipper/Mate take charge
MOB recovery: see **Operating Manual**
- Heat Illness & Cold Injury - Confirm crew have read individual's guides to both
- Engine - Procedures for starting and stopping
- Friction burns/crush injuries - From lines, winches, mainsheet traveller & boom
- Risk Assessments - Ensure crew aware of content of RAFSA Offshore, Cold Injury and Heat Illness Risk Assessments

General

- Smoking - Not below decks or when handling sails
- Oilskins - Correct donning and wet areas
- Tidiness and Hygiene - Consideration for others, feeding, personal gear
- Ensign and Burgee - Burgee Starboard signal halyard
- Noise - Alongside other yachts, crew asleep, fog
- Security - Current instructions for ports visited

Medical

- Medication - Ask crew members privately to inform skipper of any conditions requiring continuing medication
- Alcohol - State limits (same as drink drive) & safety risks
- Sunburn, Heat Illness, Cold Injury - Hazards and symptoms
- Seasickness - Prevention and recognition

Deck

- Head sail, baby stay & **storm jib** - Furling/unfurling, **rigging**, sheet leads, changing
- Mast - Halyards, topping lifts etc
- Mainsail - Reefing, earing, clew outhaul
- Winches & lines - Operation, safety, security of handles
- Jackstay, secure points - For clipping on
- Safety Equipment - Life rafts, danbuoys, floating & heaving lines
- Ropes and Fenders - How to tie on and store, usage, roving fender

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ANNEX B TO SOP 3 - SKIPPERS PRE-DEPARTURE CHECKLIST & CREW BRIEFING

1. **Delegate:** Water, Diesel, Victuals, Gas.
2. **Delegate:** Daily Engine Checks (**Water, Oil, Belts, Bilges, Lines and Linkages, Electrics**).
3. **Delegate:** Yacht Prep.
4. **Prepare Passage Plan: Appraise, Plan, Execute & Monitor.** Consider: **Weather, Tides & Gates, Vessel, Crew, Navigation** (dangers, pilotage, depths, lights, marks, comms, GPS plan, Sun/Moon), **Contingency** (refuges), Info ashore (**SAFETRX**), **Timings** (ETD, ETAs).
5. **Electrics:** Voltage check (min 11.5V – page on Furuno cockpit instrument), Bilge Pump & Alarm switched on/check: Gas Alarm; GPS; Radar; Radios; Instruments; Nav Lights (check).
6. **Communications:** VHF on, Local Ch, Dual Watch, Set-up Listening Watch? Phone Marina, Phone Base, RYA SAFETRX.
7. **Navigation:** First chart on table, others inside in order. Tidal Calculations and Graphs drawn up. Route in GPS & cross-checked. Alternate Ports/Refuges in GPS.

8. **Crew Brief:**
 - a. **Route overview** – NOT too much detail (no bearings/headings!). Safe Haven.
 - b. **Tidal heights and flows** – Timing gates for departure/en-route/arrival.
 - c. **Timings** – Departure, arrival, watches, eating.
 - d. **Weather**
 - e. **Sail Plan** – e.g. 2nd reef in mainsail, 1st reef in foresail.
 - f. **Cold Injury/Heat Illness** – Risk and protection measures
 - g. **Dress** – Wet weather clothing, life jackets, sea boots, sun block, head torches, knife.
 - h. **Specific Roles** – Watch Leader, Radio Man, Mother.
 - i. **Departure Brief** – On deck? Diagram if needed, allocate crew to warps, roving fender, escape plan, lookout!

9. **Check delegated tasks.**
10. **Final Checks – whilst at wheel/tiller:** shore-power disconnected; all wearing lifejackets; engine on; Tiller full and free movement; morse engages fwd/aft gears; hatches secure; secure below; VHF channel, dual watch, squelch, volume & cockpit speaker set; instruments on, Nav lights A/R; all aboard; cast-off!
11. **Notes:**

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SECTION 6 – ENGINE & GEARBOX INFORMATION

Engine and Gearbox Running Log

6-1

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STC

ENGINE & GEARBOX RUNNING LOG

ENGINE Ser No:

GEARBOX Ser No:

DATE	ENGINE HOURS			GEARBOX OIL STATE	REMARKS/DEFECTS
	RUN	TOTAL	SERVICED		

STC

ENGINE & GEARBOX RUNNING LOG

ENGINE Ser No:

DATE	ENGINE HOURS			GEARBOX OIL STATE
	RUN	TOTAL	SERVICED	

SECTION 7 – ROUTINE MAINTENANCE LOG

HR 34.2 Routine Monthly Maintenance Log	7-1
STC Compass Check Record Card	7-2
Record or Annual Maintenance, Servicing, and Inspection Actions	7-3

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HR 34.2 ROUTINE MONTHLY MAINTENANCE LOG – 2024

Crews are required to complete the following routine yacht maintenance tasks. If you are unsure ask the OIC.

Description	Period	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Inspect and Clean engine Sea Water Strainer (Clean daily if operating in weedy areas or rivers)	W												
Cycle all Sea Cocks & Ensure Wooden Bunges Attached*	M												
Bilges – Clean & Inspect Strainers	M												
Check & Clean Battery terminals	M												
Bilges – Test Float Switches	3M												
Main Sail Sliders – Inspect for Wear & loose bolts	3M												
H/H VHF – Functional Check With Main Radio	3M												
Check Batteries in all torches	3M												
First Aid Kits (no expiry dates due in next 2 months)	3M												
Inspect Mast, Standing Rigging & Running Rigging	6M												
Inspect Jackstays	6M												
Compass Check (Undertaken by RAFSA(O) Instructor) (see Compass Check Record Pg 7 – 2 – 1)	3M												

* See Through Hull Fittings Location Diagram

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HR 34.2 ROUTINE MONTHLY MAINTENANCE LOG – 2025

Crews are required to complete the following routine yacht maintenance tasks. If you are unsure ask the OIC.

Description	Period	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Inspect and Clean engine Sea Water Strainer (Clean daily if operating in weedy areas or rivers)	W												
Cycle all Sea Cocks & Ensure Wooden Bunges Attached*	M												
Bilges – Clean & Inspect Strainers	M												
Check & Clean Battery terminals	M												
Bilges – Test Float Switches	3M												
Main Sail Sliders – Inspect for Wear & loose bolts	3M												
H/H VHF – Functional Check With Main Radio	3M												
Check Batteries in all torches	3M												
First Aid Kits (no expiry dates due in next 2 months)	3M												
Inspect Mast, Standing Rigging & Running Rigging	6M												
Inspect Jackstays	6M												
Compass Check (see Compass Check Record Pg 7 – 2 – 1)	3M												

* See Through Hull Fittings Location Diagram

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STC COMPASS CHECK RECORD CARD

STC:

Ser (1)	Date (2)	Locn (3)	Transit °T (4)	Var'n °E/W (5)	Transit °M (6)	Comp' Rdg °C (7)	Dev'n °E/W (8)	Comp' °M (9)	Varn ° -E / +W (10)	Comp' °T (11)	Difference ° Col 4 & 11 (12)	Remarks/ Name of checker (13)
1												
2												
3												
4												
5												
6												
7												
8												
9												

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STC:

Ser (1)	Date (2)	Locn (3)	Transit °T (4)	Var'n °E/W (5)	Transit °M (6)	Comp' Rdg °C (7)	Dev'n °E/W (8)	Comp' °M (9)	Varn ° -E / +W (10)	Comp' °T (11)	Difference ° Col 4 & 11 (12)	Remarks/ Name of checker (13)
10												
11												
12												
13												
14												
15												
16												
17												
18												

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RECORD OR ANNUAL MAINTENANCE, SERVICING AND INSPECTION ACTIONS

For Year:

Date Lifted Out

Date Lifted In

Equipment Serviced:

Maintenance Tasks Completed:

Inspection Action Plan Completion:

Enclosures (* edit as required):

1. RYA RTC Inspection Action Plan and Completion*
2. YDSA Inspection Action Plan and Completion*

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SECTION 8 – ACCIDENT & INCIDENT REPORTING

RYA Simple Form of Salvage Agreement	8-1
RAFSA(O) Functional Safety Occurrence Report (FSOR) Form	8-2
MAIB Accident Report Form (ARF)	8-3
RYA Triggers for Reporting Accidents & Incidents	8-4
RYA Accidents & Incidents Reporting Form	8-5

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RYA SIMPLE FORM OF SALVAGE AGREEMENT

SIMPLE FORM OF SALVAGE AGREEMENT



• "NO CURE – NO PAY"

(Incorporating Lloyd's Open Form)

On board the Boat:

Date:

IT IS HEREBY AGREED BETWEEN

For and on behalf of the Owners of the

(hereinafter called "the Owners")

AND

For and on behalf of

(hereinafter called "the Contractor")

1. That the Contractor will use his best endeavours to save the _____ and take her into _____
Or such other place as may hereafter be agreed or if no place is named or agreed to a place of safety.
2. That the services shall be rendered by the Contractor and accepted by the owner as salvage services upon the principle of "No Cure – No Pay" subject to the terms conditions and provisions (including those relating to Arbitration and providing of security) of the current Standard Form of Salvage Agreement approved and published by the Council of Lloyd's of London and known as Lloyd's Open Form.
3. In the event of success the Contractor's remuneration shall be £ _____ or if no sum be mutually agreed between the parties or entered herein same shall be fixed by arbitration in London in the manner prescribed in Lloyds Open Form.
4. The Owners their servants and agents shall co-operate fully with the Contractor in and about the salvage including obtaining entry to the place named in clause 1 hereof or the place of safety. The Contractor may make reasonable use of the boat's machinery gear equipment anchors chains stores and other appurtenances during and for the purpose of the services free of expense but shall not unnecessarily damage abandon or sacrifice the same or any property the subject of this Agreement.

For and on behalf of the Owners of property to be salvaged

.....

For and on behalf of the Contractor

.....

Note: Full copies of the Lloyd's Open Form Salvage Agreement can be obtained from the Salvage Arbitration Branch, Lloyd's of London, One Lime Street, London EC3M 7HA. Tel: 0207 327 1000, who should be notified of the services only when no agreement can be reached as to remuneration.

For further information contact the RYA Legal Team on 023 8060 4233 or legal@rya.org.uk

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- Affiliated clubs may use the material for non-commercial purposes such as attracting and retaining members, regulating the affairs of the club and organising events for members and non-members.

The material produced by the Legal Team is not otherwise to be incorporated or distributed in any work or in any publication in any form without the permission of the RYA Legal Team.

MODIFICATION:

The standard documentation produced by the Legal Team is intended to be reasonably comprehensive but cannot cover all eventualities. It is therefore anticipated that, in many instances, RYA members / affiliated clubs will need to amend the documentation to meet specific requirements. Where members / affiliated clubs do amend RYA standard documentation they should make this clear on the documentation.

For more information kindly contact the RYA Legal Team Tel: 023 8060 4233 or email: legal@rya.org.uk

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FUNCTIONAL SAFETY OCCURRENCE REPORT FORM
(FSIMS Compatible)

1. **Introduction:** This form is compatible with the RAF's Functional Safety Occurrence Report (FSOR) form and is to be completed for **all reportable events**.

GENERAL DETAILS

Unit: RAFSA(O) **Vessel or Equipment Name:**

Incident Title:

Date of Incident: **Time of Incident (local):**

Location of Incident (Lat & Long)

Activity: Sport or A/T* (delete as required)

Incident Severity: (see guide)

Incident Type or Outcome: Personal Injury / Fire / Sport / AT / Ill Health / Equip Failure or fault / Fuels or Gases incident /*(delete all those not applicable).

SUMMARY OF UNSAFE CONDITION / UNSAFE ACT / NEAR MISS / ACCIDENT

Narrative of Events: (Use continuation sheet on pg 4 if necessary).

- Describe incident/list items damaged/lost/grounding details.
- State chart in use and weather at time of incident. Include copy of daily risk assessment.
- Use diagram if appropriate. Include photographs and copies of relevant chart and page of ships log.
- Grounding details to include tidal heights and flow, nature of seabed/ground, any subsequent inspections carried out, visible damage and/or effect on boat handling.

[Empty rectangular box for notes or details]

Initial Action Taken: (to prevent incident becoming worse or reoccurring)

[Empty rectangular box for initial action taken]

Witness(es): (include names and contact details)

Reporters Details:

Surname: Forename: Rank/Title:

Service No: Date: Tel No:

Email Address:

Line Managers Details: (Service Personnel only)

Surname: Forename: Rank/Title:

Service No: Date:

Email Address:

Additional Reporting:

Details of any external authorities informed or involved

Details of any Other Reports Raised (RYA/MIAB...)

Continuation Sheet: (state which section is being continued)

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the user to write the section being continued.

ACCIDENT REPORT FORM (ARF)

The Merchant Shipping (Accident Reporting and Investigation) Regulations 2012 requires that marine accidents (including serious injuries) and marine incidents (commonly known as 'near misses') be reported to the MAIB.

Follow the link below for the relevant regulations and MGN guidance:

<https://www.gov.uk/government/organisations/marine-accident-investigation-branch/about#regulations-and-guidance>

There are 2 steps in the reporting process:

STEP 1: NOTIFICATION

The notification is to be carried out immediately after the accident or marine incident by the quickest means available.

Those directly involved with the operation of a vessel (masters or skippers, and owners or managers) or authorities ashore (harbour authorities, inland waterway authorities, and the Maritime and Coastguard Agency) are obliged to notify the MAIB.

24 Hour Reporting Line: +44 (0)23 8023 2527

STEP 2: COMPLETION OF THE ACCIDENT FORM FORM (ARF)

It is the responsibility of the vessel's master/skipper or owner/manager to complete the ARF and send it to the MAIB as soon as is practicable. Please try to answer as many questions as possible. If information is not known, select 'unknown' or type 'n/k' and if a particular question is not applicable, select or type 'n/a' (leaving numerical fields blank).

Please complete the form electronically if possible. It is designed to be easier to answer questions with the required information, and therefore less need for the MAIB to contact you to clarify answers submitted. If you are unable to complete the form then please contact maib@dft.gsi.gov.uk.

One form should be completed for each accident or marine incident. Completing and returning this form does not constitute an admission of liability of any kind, either by the person making the report or any other person.

The MAIB's job is to help prevent further avoidable accidents from occurring, not to establish blame or liability

SECTION A: OCCURRENCE DETAILS

Local Date Local time (UTC) + - Occurrence type Search & rescue (SAR) operation involved Yes No Unknown

Coastal State Port of occurrence

Latitude ° ′ ″ North South Longitude ° ′ ″ East West Tick box if unable to specify a location

External environment

Sea state Wind force

Natural light Weather conditions Visibility

SECTION B: VESSEL DETAILS

Name of vessel

Type of vessel IMO number

Please provide any other forms of vessel identification (select as many as appropriate)
 Note: tick at least one option if there is no IMO number

MMSI RSS/SSR number Call sign None applicable

Did the occurrence involve a vessel's boat? (do not include SAR involvement)

Rescue Fast rescue Ship's lifeboat Tender Other

Flag State Length overall (m) Registered length (m)

Gross tonnage Year of build Hull material Propulsion type

Number of persons on board at time of the occurrence

Crew Passengers Other

Categorisation of people: Other

'Other' includes non-crew (eg pilots, shore workers) working on board vessels.
 'Other' can also be people who have paid to be actively involved in crewing a vessel. A typical example would be people paying to crew a yacht (eg sailing school students); they are not crew (as they have paid for their involvement), nor are they 'passengers' because they have an active role on board. Also in this example the yacht would not be categorised as a 'passenger vessel'. People on board the same yacht who are paid for their services (eg skipper, mate) remain classed as 'crew'.

Were any other vessels involved in the occurrence No Yes

SECTION C: VOYAGE DATA

Voyage segment Vessel routing Under pilotage or PEC direction

Port of departure Port of destination

Place on board the vessel that was most affected by the occurrence

Vessel operation(s) at the time of the occurrence

SECTION D: CONSEQUENCES

Did your vessel sink Was your vessel unfit to proceed Tick relevant box(es) if, following the occurrence, either of these were necessary to prevent a further accident Shore assistance Towage

Was your vessel damaged Was your cargo damaged Pollution from cargo Pollution from bunkers

External damage to structures and environment (exclude damage to other vessels involved in the occurrence) Third party damage Air Pollution

SECTION E applies to occurrences resulting in injuries, lives lost or missing persons. Tick box if you have any to report, otherwise go to Section F.


SECTION F: DESCRIPTIONS

Description of the sequence of events leading to and including the occurrence

Provide as much detail as you can. The text box will expand to fit.

Please state why you think the occurrence happened

Provide as much detail as you can. The text box will expand to fit.

1 Give details of any actions recommended by you or anyone else to prevent similar occurrences in the future 

Recommended action

Provide as much detail as you can. The text box will expand to fit.

Who issued the recommendation?

Provide as much detail as you can. The text box will expand to fit.

Who was it addressed to?

Provide as much detail as you can. The text box will expand to fit.

Add new recommendation

Click to enable deletion of added items

SECTION G: ADDITIONAL DATA OR INFORMATION CONSIDERED RELEVANT

It is useful to receive additional thoughts, data and information that will assist MAIB to determine the reasons for the occurrence. This is to help MAIB prevent further similar accidents, not to establish blame or liability. If needed the box will expand to fit text. MAIB also welcomes additional evidence (eg photographs) if available, these can be emailed via maib@dft.gsi.gov.uk.

SECTION H: CONTACT DETAILS

Name and address of manager, owner or operator

Name Company type

Company

City County/State

Postcode/Zip code Country

Phone Number Email

Website

Person completing the form

Name Date

Address

Job role Phone Number

Email

Tick box if there is a Safety Officer on board your vessel

Tick box if the incident involved a reportable personal accident and there is an elected Safety Representative on board the vessel. In these cases the safety representative must be shown the completed ARF and are allowed to add comments if they wish to.

TRIGGERS FOR REPORTING ACCIDENTS AND INCIDENTS VERSION 12

An accident or incident has occurred
Accident: an unexpected event resulting in death or injury to a person.
Incident: an unexpected event that is hazardous in nature and has the potential to harm a person or property. (*Hazardous incident reporting is useful for assessing the effectiveness of control measures.*)

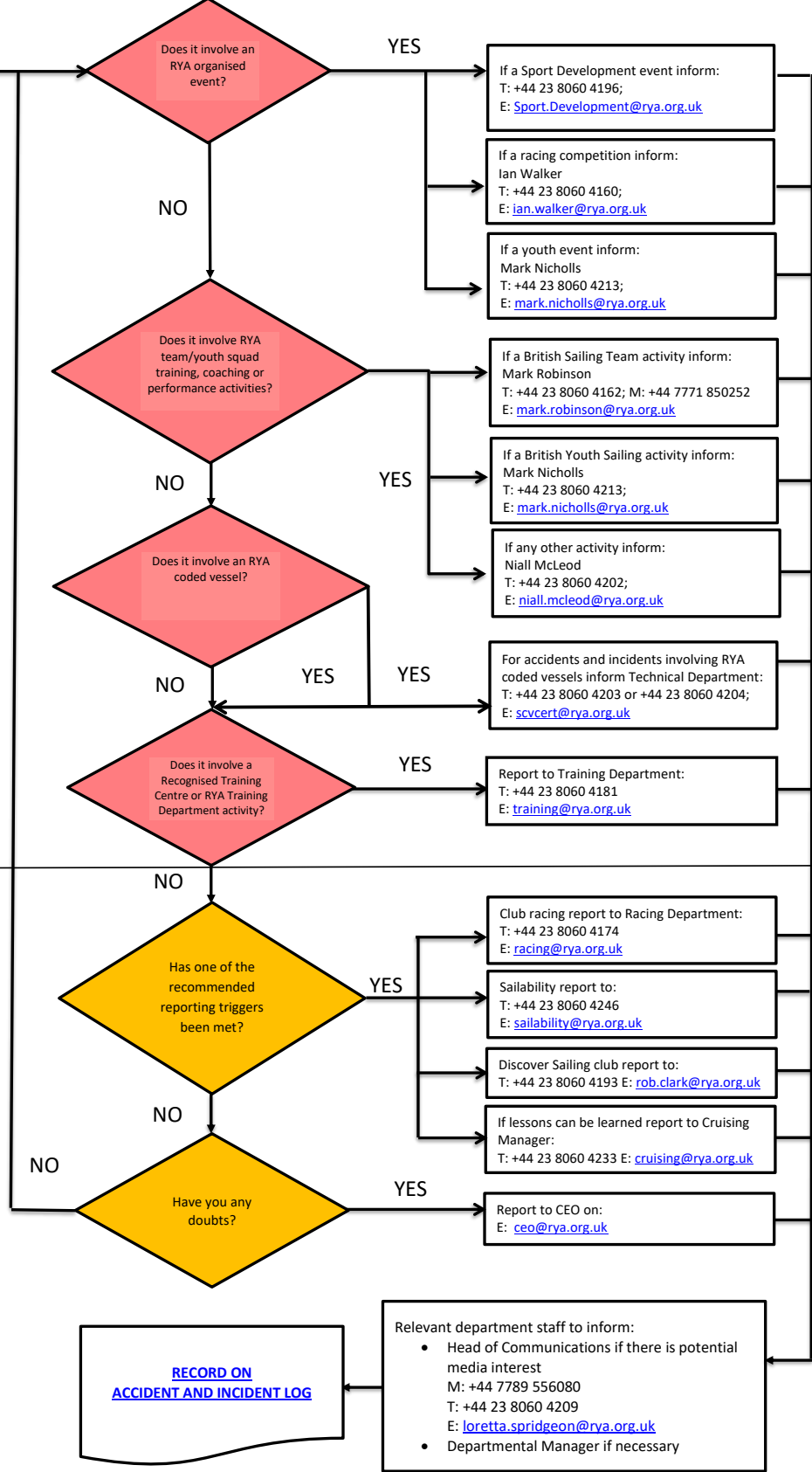
MANDATORY RYA REPORTING TRIGGERS
 The RYA requires that an accident or incident must be reported to the relevant department if it involves:

- An RYA organised event
- RYA training, coaching and performance activities
- Recognised Training Centre
- A boat coded by the RYA as CA

RYA organised events are controlled by Officials who will be conversant with the RYA Safety Management System. They should use their judgement on what and when to report.
 RTC Principals should refer to RGN Section B6.5 for advice on reporting to the Training Department.
 Owners/Managing Agents of SCVs should refer to their SCV2 and SCV certificate for advice on reporting to the Technical Department.

RECOMMENDED REPORTING TRIGGERS
 If an accident or incident happens elsewhere and involves any of the following then the RYA wishes to be informed in case of:

- Fatality
- Hospitalisation required
- Statutory reporting to MAIB
- If useful lessons can be learned
- If in doubt



- Feedback of lessons learned** This might include:
- Amending rules
 - Amending RYA policies and procedures
 - Further (re) training for staff and volunteers
 - Articles in RYA Magazines and newsletters
 - Reporting outcomes to the Sport and Recreational Alliance, Sport England, UK Sport, BOA, RYA regions and home countries
 - Case study at conferences
 - Emailing of any urgent findings to those concerned
 - Proposals for amending ISO standards
 - Communication to the wider boating public through SAN/yachting press

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Accident and Incident Reporting Form

The information that is collected through this confidential reporting system and its purpose is to allow the RYA to gain a clearer understanding of the factors surrounding the safety issues and the nature of accidents. This enables the RYA to provide better advice and guidance to boaters to assist in reducing the likelihood of further accidents. We appreciate any information that helps us in our efforts to ensure boating remains a safe and enjoyable pastime.

Date of incident *

Time of incident *

Type of incident *

Please indicate the type of incident, e.g. dismasting, MOB, head injury

Location of incident *

Type of vessel *

- Dinghy Kiteboard Motorboat Narrow boat PWC RIB Windsurf
 Wingfoil Yacht Other

Type of activity *

- Canal/river cruising Dinghy cruising Class association training
 Yacht cruising Dinghy racing BYS recognised class association training
 Yacht racing Club training
 Windsurfing Squad training Other
 Motor boating Club racing

Did the incident take place at an RYA organised event? *

- Yes No

Did the incident involve an RYA Recognised Training Centre? *

- Yes No

Did the incident involve an RYA affiliated club? *

- Yes No

Did the incident involve an RYA Coded Vessel? *

Yes No

How many people were involved in the incident? *

1 2 3 4 5 Other

How many people were injured? *

0 1 2 Other

Were there any fatalities? *

0 1 2 Other

Brief description of the incident and any casualties *

Please describe the incident and the nature of any injuries sustained. For privacy reasons, please do not include any personal details. If the person making the report can provide their contact details at the bottom of this form, we can make contact if any further details are required.

Was there any damage? *

Yes No

Brief description of any actions taken

For privacy reasons, please do not include any personal details. If the person making the report can provide their contact details at the bottom of this form, we can make contact if any further details are required.

RYA department to which this incident relates

If relevant, please indicate to which RYA department this incident relates, e.g. Sport Development, Racing, Training

Contact details of person making report

Name

<input type="text" value="First"/>	<input type="text" value="Last"/>
------------------------------------	-----------------------------------

Email

Phone

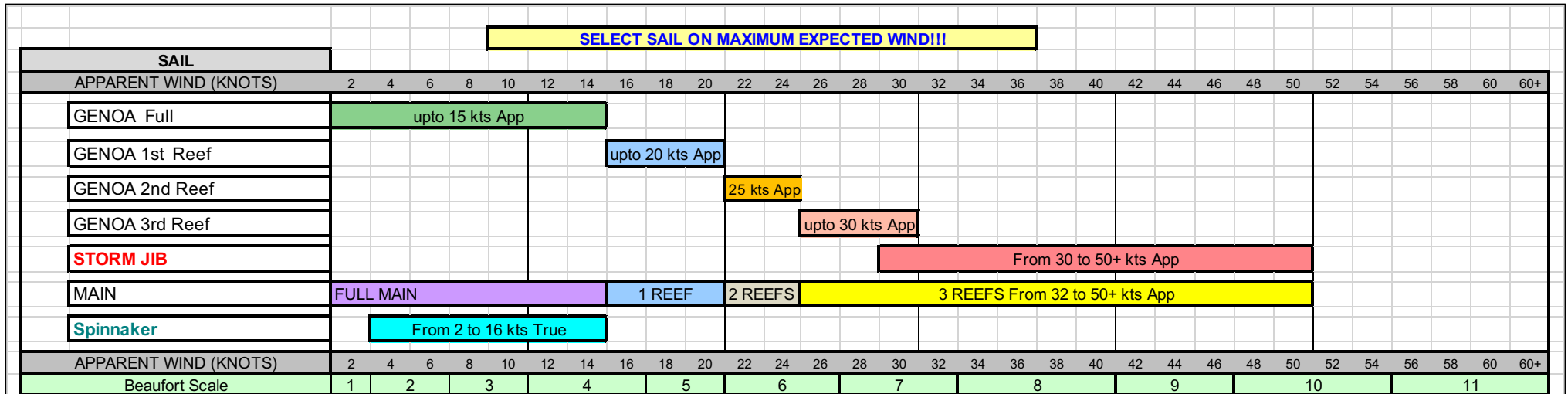
Your personal data will be processed in line with the RYA Privacy Policy www.rya.org.uk/go/privacy and you can opt-out at any time by contacting dpo@rya.org.uk.

SECTION 9 - ADDITIONAL INFORMATION

HR 34.2 Indicative Sail Plan	9-1
HR 34.2 Through Hull Fittings Location	9-2
Flag Etiquette	9-3
The Green Blue Environmental Guides	9-4

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IHR 34.2 INDICATIVE SAIL PLAN



Track positions should be adjusted to suit each headsail change

Sails should not be:

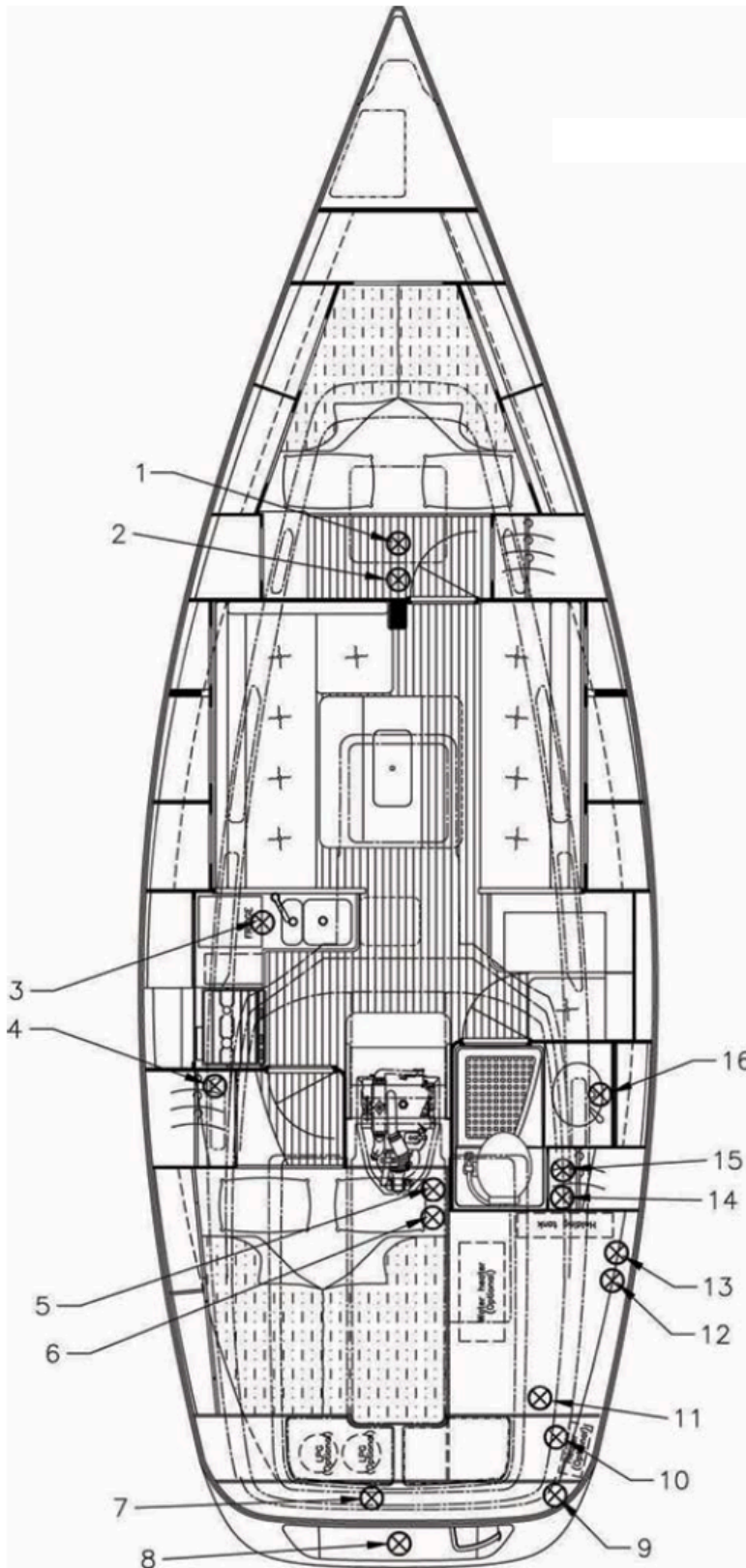
- a. Flown above apparent wind speeds shown - it will stretch the sail and the boat will be over powered and difficult to control.
- b. Allowed to flog.
- c. Sheeted in before the Luff is tensioned.
- d. Allowed to rub against rigging (chafe).
- e. Trodden on.
- f. Left damp in its bag longer than absolutely necessary.
- g. Handled whilst smoking.
- h. When slab reefs are put into main earrings need to be fitted
- i. When 2nd and 3rd reefs are in. topping lift is required to be on slightly to protect the sail.

REMEMBER - When sailing downwind, you could be overpowered should you need to go back up wind unexpectedly (MOB).
Reduce sail going downwind as you would going upwind.

ALL FORE SAILS TO BE FOLDED ON BOARD DO NOT REMOVE FROM YACHT UNLESS FOR REPAIR

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HR 34.2 THROUGH HULL FITTINGS - LOCATION



- 1= Depth Transducer
- 2= Speed Transducer
- 3= Galley Sink Out
- 4= Deck Drain
- 5= Vacuum valve Out
- 6= Toilet Flush water In
- 7= Cockpit Drain and Deck Drain
- 8= Gas Locker Drain
- 9= Emergency Bilge Pump
- 10= Manual Bilge Pump
- 11= Cockpit Drain and Aft Chain Locker Drain
- 12= Shower Drain Pump
- 13= Breather Holding Tank
- 14= Deck Drain
- 15= Holding Tank Out
- 16= Heads Sink Outlet

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FLAG ETIQUETTE

1. **Introduction.** Flag etiquette is a combination of **law** (what you must do) and maritime **tradition** (expectations of behaviour within the sea faring community). Being ill-informed of your obligations could lead you to cause insult at home or abroad by giving a signal you do not intend to give, or could lead you to a fine for breaking the law. For many who go to sea, flag etiquette and flag rules are an essential part of the overall sailing process. Only with the right flag, correctly positioned, can you to be sure that you are giving the correct message and that any signal you are giving is clear.
2. **Raising and Lowering.** In British harbours, by tradition, the ensign is:
 - a. **Hoisted** at 0800 (0900 between 1 Nov and 14 Feb) and as soon after that time as people come on board.
 - b. **Lowered** at sunset (or 2100 local time if earlier) or earlier if the crew is leaving the yacht.
 - c. **At Sea** the ensign must be worn when meeting other vessels, entering or leaving foreign ports or when approaching forts, Signal and CG Stations. When racing the ensign should not be worn after the 5 min gun. It should be hoisted on finishing or retiring.
3. **What to Put Where**
 - a. The most senior position for a flag on a vessel is reserved for the **Ensign** - this is as close to the stern of the vessel as possible. The Ensign shows the country of registry of the vessel and indicates its nationality. A UK flagged vessel must wear her ensign as required by the Merchant Shipping Act, which includes when entering or leaving a foreign port and on demand. Ensigns should be worn at all times in daylight. RAFSA(O) Yachts are entitled to wear a **special Ensign**. Wearing anything other than an authorised Ensign is a violation of British and International Law.
 - b. The order of precedence for positions for flying other flags is:
 - (1) Masthead
 - (2) Starboard spreader
 - (3) Port spreader. (This assumes a simple plan of one halyard per spreader).
 - c. **Masthead.** Traditionally, the **burgee** is flown at the main masthead. A burgee must match a special Ensign if one is worn and it should always be higher than the Ensign. Flag etiquette states that only one burgee is flown at a time,
 - d. **Starboard Spreaders.** The starboard spreaders are used for signalling. This is where both a **courtesy flag** and the **Q flag**, as signals, should be flown. It is increasingly common for yachts to fly a burgee from the starboard spreaders because of instrumentation sited at the main masthead. Legally there is nothing wrong with doing so but this practice presents a number of problems:
 - (1) **Priority.** More than one flag may be flown on a halyard except that flag etiquette states that no flag can be above the burgee on the same halyard and no

flag can be worn above the courtesy flag. If you fly a burgee at the starboard spreaders and are sailing in the territorial waters of another country, this presents a dilemma, particularly if you must fly a burgee to match a special Ensign. It is recommended that the RAFSA burgee is flown from the port spreader.

(2) **Courtesy Flags.** Most countries use their national flag at sea and it is not uncommon to see a foreign visitor flying a Union Jack as a courtesy flag in UK waters. This is wrong; the correct flag is always a Red Ensign. There is no legal requirement to fly a courtesy flag; it is a courtesy that acknowledges that the vessel will respect the laws and sovereignty of that country. However, if one is not flown or it is tatty or faded, it may cause grave offence and, in some countries, can lead to a fine.

e. **Port Spreaders.** The port spreaders are used for **house flags**. A house flag is normally but not always a small rectangular version of a burgee. It may indicate membership of an association (i.e. the RYA) or society or club. More than one house flag may be flown on the port halyard, but with caution as too many might appear vulgar to some.

4. **Land flags.** The Union Jack, Welsh Dragon, the Crosses of St Andrew, St George and St Patrick and the EU flag are primarily land flags and **must not** be flown at sea as an Ensign by cruising yachtsmen. At sea the cross of St George is the flag of an Admiral and it should therefore not be flown by anyone else, without special dispensation. A vessel flying the St Andrew's Cross could be mistaken as saying "my vessel is stopped and making no way through the water" as this is the meaning of code flag M which has the same design. The St Patrick's Cross could be misinterpreted as code flag V "I require assistance".

5. **Special Ensigns.** In addition to the UK's national maritime flag, the Red Ensign, there is a White Ensign, a Blue Ensign and there are a number of Red Ensigns with a badge, Blue Ensigns with a badge and a light blue Ensign with a badge.

a. These additional Ensigns are special or privileged Ensigns may only be worn with permission, which is granted ultimately by the Queen.

b. A warrant grants this permission and the Ensign must be worn in accordance with the warrant, which will in most cases require the corresponding burgee to be displayed. RAFSA holds the warrant and in turn gives its members permission to wear the Ensign under the conditions of the warrant, through the issue of a permit.

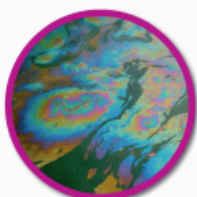
THE GREEN BLUE ENVIRONMENTAL GUIDES

1. The RYA and British Marine, The Green Blue guides below offer best practice for protecting the environment when engaged in sailing activities.



HELPING YOU TO MAKE SUSTAINABLE BOATING SIMPLE!

The joint environment initiative of The Royal Yachting Association and British Marine.



Check the engine for leaks to prevent an oily bilge. Use a bilge sock or inline bilge filter to absorb any pollutants before bilge water is discharged.



Use shore based toilets when berthed. Install a holding tank and use pump out facilities to empty sewage. Avoid discharging the heads in or close to bathing waters or enclosed areas such as harbours, marinas where there is low flushing.



Anchor with care. Use existing mooring buoys if available, if not deploy and lift your anchor correctly to avoid drag and scouring.



Regularly use your boat to limit fouling, lift out, clean and antifoul regularly to prevent the spread of invasive plants and animals. Use a washdown system to ensure fouling does not re-enter the water or collect and put it in a bin.



Navigate slowly, quietly and keep your distance around wildlife to minimise the risk of disturbance that can disrupt feeding, breeding and resting patterns.



STOP THE SPILL!

STOP THE SPILL!!

A LITRE OF OIL OR FUEL CAN POLLUTE OVER ONE MILLION LITRES OF WATER

STOP THE SPILL!!

STOP THE SPILL!!

REFUEL WITH A COLLAR
PUT A SOCK IN THE BILGE
CARRY A SPILL KIT

RYA BRITISH MARINE 
A joint environment initiative

www.thegreenblue.org.uk

Supported by
THE CROWN ESTATE 



HOW GREEN IS YOUR YACHT?

GALLEY

Use eco-friendly cleaning products that do not contain pollutants such as microbeads, phosphate, chlorine or bleach. Check the ingredients label on products.

ENGINE

Ensure oil and fuel do not enter the water - check for oil before pumping your bilge and install an oil filter or put a bilge sock in to absorb spills.

AT THE HELM

Find out if the area you are sailing through is protected. Navigate with care when you see wildlife.

- Keep a slow steady course: 5 knots or no-wake speed.
- Ensure noise is minimal
- Keep a distance of 100m or more.

HULL

Take care when applying and removing anti foul. Put a tarpaulin under your boat to capture and prevent paint drips, spills and scrapings entering the environment. Dispose of all paint debris and equipment in hazardous waste bins at a marina or local recycling centre.

DECK

Ensure all items are secure on deck so nothing falls or blows overboard. Throw nothing overboard, even an orange peel can take 2 years to break down in salt water.

HEADS

Use shore based facilities and don't empty the heads in low tidal flushing areas. Keep raw sewage out of the water you sail in!

ANCHORING

Some of our most precious wildlife lives in or on the seabed. Check to see if the area is protected by law before you drop the hook!

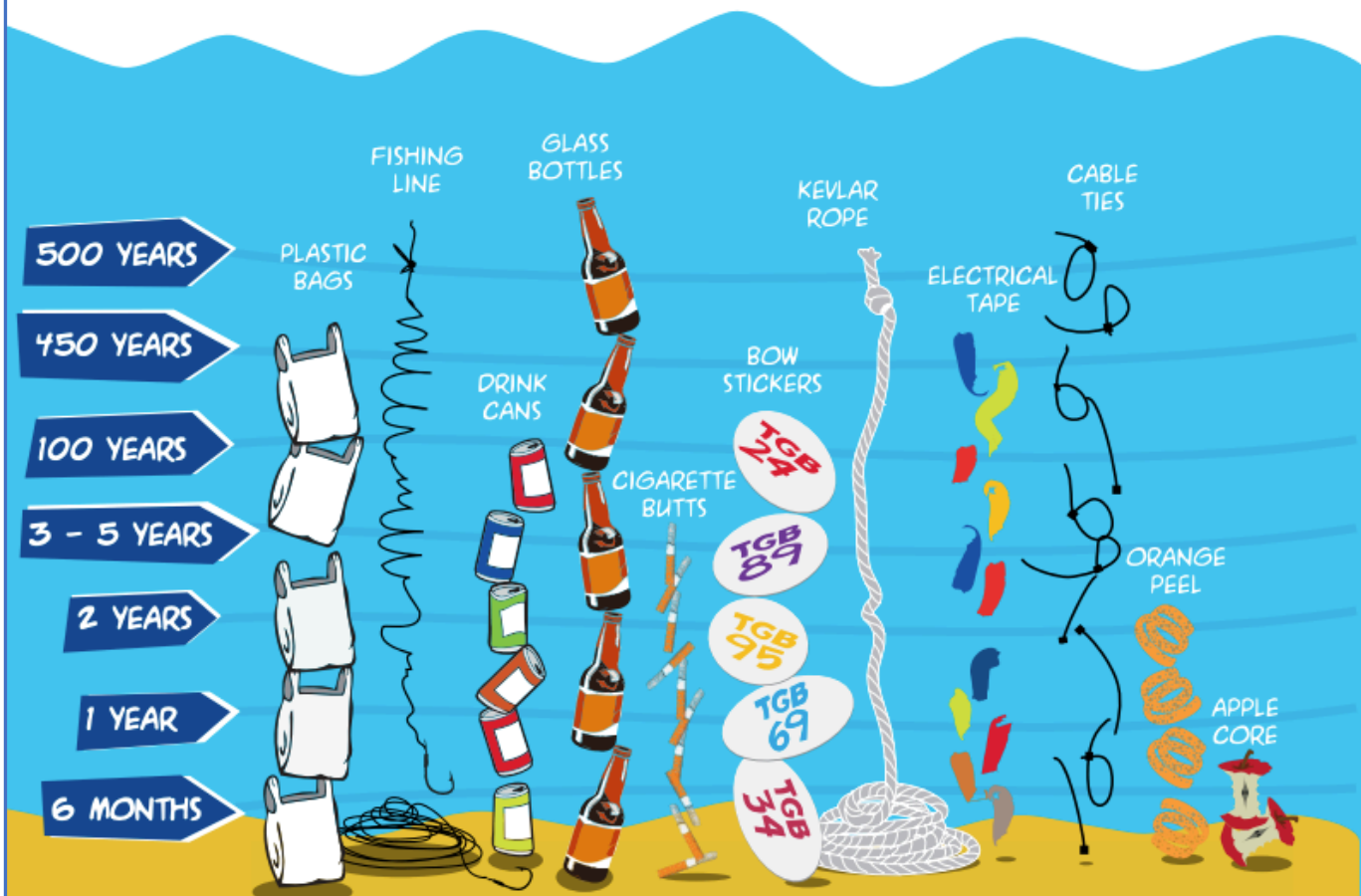


THEGREENBLUE.ORG.UK



HOW DEGRADING!

SEE HOW LONG SOME COMMON BITS OF LITTER TAKE TO BREAKDOWN IN THE WATER



 **REDUCE, RE-USE OR RECYCLE WHERE POSSIBLE**

 **DISPOSE OF ALL WASTE RESPONSIBLY ON SHORE**

THEGREENBLUE.ORG.UK



A joint environment initiative



WILDLIFE BEST PRACTICE

In order to safeguard and continue enjoying the wildlife we share our coastal waters with, it is important that we all adopt best practice to minimise any disturbance our boating activities may cause.

IF APPROACHED

If approached by wildlife maintain a steady course or remain stationary. Let wildlife decide when to leave

PROTECTED?

Contact the local Wildlife Trust & find out if the area you are visiting has protected habitats & wildlife

TIMING

View for up to 15 mins then move away slowly

DISTANCE

Keep a distance of 100m / 300ft or more when viewing

SLOW DOWN

Less than 5 knots or no-wake speed

BE PREDICTABLE

Avoid erratic movements & maintain a steady course

KEEP QUIET

Avoid revving engines & speak quietly to see more



INVASIVE SPECIES REMOVAL

Aquatic invasive plant and animal species can cause damage to your PWC and equipment, disrupt your boating activities and harm our local environment. To ensure we do not introduce or spread them round our UK waters follow these steps every time you recover your PWC:

CHECK

for any visible biofouling on your craft, remove & dispose of in the bin

CLEAN

your craft, equipment, clothing and trailer as well as flushing the engine with fresh water to remove hidden biofouling

AIR DRY

your craft, equipment, clothing & trailer for as long as possible. Species can survive several weeks in damp conditions

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RYA BRITISH MARINE
A joint environment initiative

PWP
Personal Watercraft Partnership

The Green Blue

Making the environment second nature

The
Green
Guide
to Coastal
Boating



A joint environment initiative



Brought to you by:



The Green Blue is an innovative environmental programme developed by British Marine and the Royal Yachting Association.

To help boaters think and act in a more environmentally conscious way, **The Green Blue** has designed this simple guide which is packed with advice and tips.

We hope it will inform the recreational boating community about their environmental impacts, emphasising how they can avoid or minimise these effects by taking a few simple steps.

The Green Blue is for everyone who enjoys getting out on the water, or whose livelihood depends on boats and watersports. By working towards an environmentally sustainable boating community, we can save money, avoid red tape and safeguard the waters and habitats we enjoy for the future.

Find out more at:

www.thegreenblue.org.uk

Making the environment **second nature**

How to...

use oil & fuels

What's the problem?

Only about 5% of oil and fuel pollution in the water is from catastrophic spills, the majority comes from every day sources such as refuelling, engine emissions and oil leaks. The legal limit for oil and fuel in water discharge is roughly one drop of oil in two litres of water (15mg/l). Any more and wildlife and habitats can suffer.

Did you know? One litre of oil can pollute one million litres of water.

What can I do?

- Check the bilge is free from oil before pumping.
- Install an in-line bilge filter to remove oil when pumping out bilge water.
- Use an absorbent sock to control oil and fuel in the bilge.
- Make sure you use a large enough funnel if you have to refuel onboard.
- Maintain fuel lines, connections and seals to avoid leaks.
- Transfer waste oil and fuel in proper containers.
- Remember that oily or fuel-soaked materials are considered hazardous waste so dispose of them in appropriate facilities.
- Avoid overfilling the tank and allow room for the fuel to expand.
- Never use detergent to deal with spills – it may disperse the fuel or oil and save you embarrassment, but it can do even more damage.
- On shore try not to use oil and fuel within ten metres of the water.
- Use a fuel collar to catch drips or blowback when refuelling.

Where can I find out more?

For your nearest disposal centre:
www.oilbankline.org.uk

Key facts and legislation:
<https://www.gov.uk/oil-storage-regulations-and-safety>

Report incidents in Northern Ireland, England, Wales and Scotland on the 24 hour pollution hotline: 0800 80 70 60



How to...

clean your boat

What's the problem?

Most detergents contain phosphates which can cause algal blooms and oxygen depletion and can suffocate aquatic life. Products used on boat hulls and decks can also contain chlorine, ammonia, potassium hydroxide and solvents as well as other chemicals which can affect the way wildlife feeds, breathes and breeds.

What can I do?

- Choose environmentally friendly products for cleaning and maintaining your boat. Avoid chlorine, bleach products and phosphates in particular.
- Use non-toxic solutions wherever possible, water and elbow grease are great!
- Waxing your hull keeps you fuel efficient and reduces the need for cleaning products.
- If cleaning the hull of your boat, only scrub off the fouling and not the underlying paint – be careful not to let waste material enter the water or run into surface water drains.
- If you have a washing machine onboard use a detergent-free washball.
- It is good practice to regularly bring your boat ashore to clean and remove any fouling from your boat and equipment e.g. hull, rudder, propellers, fenders and ropes, to prevent the spread of aquatic Invasive Non-Native Species (INNS) around our coastal waters

Where can I find out more?

Where to buy environmentally friendly cleaning products for your boat: www.sailingnetworks.com/green

For more information on how to prevent the spread of INNS please refer to the 'How to avoid spreading Invasive Non-Native Species' section of this guide.



How to...

renew your anti-fouling

What's the problem?

Anti-fouling paints work largely by releasing biocides (pesticides) into the water. Most paints and used brushes, rollers and trays are now classified as hazardous waste. These toxins can build up in the food chain and cause wide ranging environmental problems.

What can I do?

- Prevent anti-fouling from unnecessarily entering the water. Catch scrapings and drips by skirting the hull and using a tarpaulin. Don't leave a coloured patch under your boat!
- Check your drains - avoid applying and removing antifoul near rainwater drains where paint and scrapings can directly enter the local environment.
- Only scrub off the fouling and not the paint especially when using scrubbing piles. Be careful not to let the debris enter the water.
- Encourage your marina, club or boatyard to collect and properly dispose of wash down residues.
- Select the right antifoul for you, choosing the lowest levels of biocides and copper suitable for your needs. Contact your paint supplier for more information on the best type of antifoul for your boat and level of usage
- Use low VOC (Volatile Organic Compounds) where possible.
- Look into more environmentally friendly, non toxic, foul release technologies such as Vinyl or Silicone.

Where can I find out more?

Recommendations and regulations:

<https://thegreenblue.org.uk/antifoulandinvasivespecies>

www.rya.org.uk/go/antifouling

Antifouling your boat safely:

www.safeantifouling.com



How to...

watch your waste

What's the problem?

Marine litter consists of a wide range of materials, including plastic, metal, wood, rubber, glass and paper, however it is dominated by plastic which accounts for 80% of the items found on beaches in the North-East Atlantic.

It is estimated that more than a million birds and thousands of marine mammals and turtles die every year from entanglement, or ingestion of plastics alone.

What can I do?

- Don't throw anything over the side, including food.
- If you smoke, keep a butt tin in your pocket for cigarette ends.
- Use starch-based rubbish bags which can be composted.
- Prevent loose items from blowing overboard.
- Prevent chemicals entering our oceans by using products which contain natural ingredients.
- Avoid products that may contain micro-plastics e.g. some face/body scrubs, toothpastes, cosmetics and other cleaning products. One ingredient to look out for is 'polyethylene'.
- Remove excess packaging and recycle it at home.
- Recycle more - most marinas, clubs and harbours now have recycling facilities for you to use. Alternatively recycle items at home or take them to your local refuse centre.
- Reduce waste, avoid using single use plastics where possible, e.g. refill re-usable bottles instead.
- Don't contaminate general waste by throwing hazardous items in the wrong container e.g. paint tins, oily rags and old electronic instruments.

Where can I find out more?

Find local recycling facilities:

www.recycle-more.co.uk

Waste management information:

www.rya.org.uk/go/waste



How to...

use resources sustainably

What's the problem?

Global warming is now accepted fact by the world's scientists, so sea level rise and more extreme weather conditions will have a significant effect on the recreational boating community. Increased flood risk may mean the loss of some water side facilities, damage to existing facilities and increase in insurance prices.

What can I do?

- Everyone has a responsibility to cut their emissions. Consider the alternatives available - from electric and biodiesel engines to water lubricated stern glands.
- Change to low energy electrics and use solar or wind energy where you can.
- Think about emissions and ability to recycle when buying kit or craft. Ask about the environmental policies of businesses and manufacturers before you buy.
- Try to only use FSC certified wood from responsibly managed forests.
- Avoid using single use plastics where possible. Refill re-usable bottles for example.
- Keep your hull clean, engine running efficiently and trim the engine to minimise fuel consumption. Set off earlier so you can sail all the way!
- Buy local produce as much as possible to reduce food mileage.

Where can I find out more?

Makes sense of climate change:

<http://www.mccip.org.uk/adaptation-action/uk-marine-leisure-industry>

Reduce your carbon footprint:

www.carbontrust.co.uk

www.energysavingtrust.co.uk

Fill up on biodiesel:

www.biodieselfillingstations.co.uk



How to...

discharge sewage

What's the problem?

Untreated sewage from boats can spread gastroenteritis, contaminate shellfish beds and mussel ropes and use up vital oxygen in the water. Human waste also contains phosphorous and nitrogen which increase levels of algae and reduce water clarity. Chemicals such as chlorine, formaldehyde, ammonium and zinc compounds used to disinfect, breakdown and deodorise waste are toxic to marine life.

What can I do?

- Only use sea toilets in the open sea where waste will be quickly diluted and dispersed.
- Always use pump-out facilities where available. If you have to empty your tanks only do so more than 3 miles offshore.
- Take extra care in areas of poor tidal flushing, such as marinas, or where there are shellfish beds. Use shoreside facilities where possible.
- Chemical toilets must be emptied ashore into the regular sewage system. Plan ahead – they can be difficult to carry and few pump out facilities will accept chemical toilet waste.
- Consider fitting a holding tank to your boat, it is law in some European countries.
- Always give consideration to the environmental sensitivity of the area before using your sea toilet.

Where can I find out more?

Regulated under Annex IV of MARPOL:
www.imo.org

Sewage and waste management information:
<https://thegreenblue.org.uk/sewageandwaste>

Directory of pump-out facilities:
www.thegreenblue.org.uk

The Green Blue's holding tank installation guide:
<https://thegreenblue.org.uk/holdingtankinstallation>

Details on rules for holding tanks abroad:
<http://www.rya.org.uk/go/boatingabroad>



How to...

cut noise & exhaust fumes

What's the problem?

Noise and exhaust fumes are unpleasant and can spoil our enjoyment of a peaceful day on the water. What's more, noise can have a detrimental effect on the wildlife that lives and breeds along our waterways, and exhaust fumes contribute to poor air quality.

What can I do about it?

- Regularly service your engine to lower fuel costs and emissions.
- Use CE marked outboard engines manufactured after 2005 or electric engines to increase fuel efficiency, reduce noise and decrease emissions.
- Fitting sound insulation around the engine can cut noise by 85%.
- Vibration absorbers can also reduce structural noise by 85%.
- Consider an electric powered craft. They have low emissions and are very quiet.
- Try switching to biodegradable hydraulic and lubricating oils.

Where can I find out more?

Electric boats:
www.electric-boat-association.org.uk

Go shopping at the Green Directory:
www.sailingnetworks.com/green

The Green Blue's 'Green Guide to Outboard Efficiency':
<https://thegreenblue.org.uk/outboardefficiencyguide>



How to...

avoid spreading invasive non-native species

What's the problem?

A non-native species is any wild species that is not normally resident and not a regular visitor to Great Britain. Some non-native species are completely harmless but others, known as invasive species, have the ability to cause damage to the environment, the economy, our health and the way we live.

Aquatic invasive species can block up waterways, harm the environment and can damage boat engines and props. They can be spread in a number of different ways including by hitching a ride on boat hulls, anchors and propellers or being carried in ballast and bilge water. Once established, they can become extremely difficult and expensive to eradicate.

What can I do?

- For boats regularly removed from the water, remember to Check, Clean, Dry. Remove all visible plant and animal material and put in the bin. Use freshwater to wash down all parts of the boat (including outboard, trailer and trolley/ vehicle tyres). Drain all water from the boat, including bilges and flush the engine with clean fresh water before leaving, allowing the water to drain completely from the engine.
- Wash and then dry all equipment, clothing and footwear for as long as possible.
- If the boat is on the water but not in use for a period of time, if possible, raise propellers out of the water to minimize the risk of species entering the engine.
- Use your boat regularly to prevent biofouling of the hull and engine - consider pulling the boat out if you don't need it for a while.
- Lift your boat from the water, scrub and antifoul annually to prevent the spread of non-native species and also improves fuel efficiency.
- Avoid sailing or motoring through plants and weed if possible. This can chop them up and spread them further. If caught up on the hull or propeller, invasive alien species can be transferred to another area.
- If an anchor has been used, wash off both the anchor and chain before stowing.

Where can I find out more?

Report sightings in Great Britain:
www.nonnativespecies.org/alerts

Download leaflets, posters and guidances:
www.rya.org.uk/go/alienspecies
www.nonnativespecies.org/checkcleandry



How to spot...

invasive non-native species

Carpet Sea Squirt *Didemnum vexillum*

Pale orange, cream or off-white colonies forming extensive, thin sheets. Firm, leathery texture and veined or marbled appearance. Recorded in marinas and adjacent shallow artificial submerged structures. Can also occur on natural cobble or gravel seabed to 80m depth, in tide pools on shore, in seagrass beds and in aquaculture installations.



Photo courtesy of COB

Killer Shrimp *Dikerogammarus villosus*

A highly invasive shrimp, larger than native freshwater shrimp species, growing up to 30mm in length. Often has a striped appearance.

A voracious predator, killing invertebrates and small fish. They require hard banks, slow flowing water and are salt tolerant so can also colonise brackish coastal habitats.



Photo courtesy of EA

Wireweed *Sargassum muticum*

A large olive brown seaweed with fronds over 1m long. A main axis bears alternating secondary branches giving it a washing line appearance out of water. Grows on hard surfaces in rock pools and in shallow water.

Wireweed competes with native seaweeds and seagrasses through rapid-growth, shading and abrasion. It is a nuisance in harbours and shallow waters where it is a hazard to boating (entanglement of propellers).

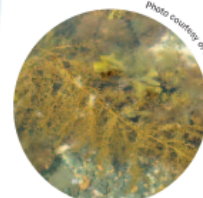


Photo courtesy of Royal Botanic, CSM

Chinese Mitten Crab *Eriocheir sinensis*

A large crab with a maximum body length of 56 mm. The body is quite square in outline. Olive green colour with paler legs, which are twice the length of the body. The most obvious distinguishing feature is the dense mat of hair on the claws. Juveniles occur in lower estuaries and marine habitats. As they develop, young crabs migrate upstream, into freshwater and brackish systems.



Photo courtesy of Stephan Gollasch

How to spot... wildlife

Common or harbour seal *Phoca vitulina*

Adult grows to between 1.2 to 1.9m. Muzzle short and concave. Face has a dog-like appearance. Coat has mottled pattern of spots, varies in colour from light grey to dark brown. Nostrils joined at base in a 'V' shape. Frequents sandbanks in estuaries and rocky coasts.



Leatherback turtle *Dermochelys coriacea*

Largest turtle in world, grows up to 3m. Distinctive soft shell with longitudinal ridges. Black with white spots.



Common dolphin *Delphinus delphis*

1.6 to 2.6m in length
Slender, torpedo shape and hourglass pattern. Often has pale grey centre. Cream or yellow patches on sides near head. Very active and agile, often jumping and somersaulting. Sometimes travels in large groups.



Basking shark *Cetorhinus maximus*

Second largest fish in the world. Grows up to 11m in length. Large, angular dorsal fin. Cavernous mouth, white inside. Swims slowly at surface feeding. Seen most often in summer.



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Find out more at:
www.thegreenblue.org.uk

Making the environment **second nature**



The Green Blue
RYA House, Ensign Way
Hamble, Southampton
SO31 4YA

Tel: 023 8060 4100
info@thegreenblue.org.uk

www.thegreenblue.org.uk
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The
Green
Wildlife
Guide
for
Boaters

The Green Blue
Making the environment second nature



Illustrations Courtesy of Pete Galvin



A joint Initiative



The Green Wildlife Guide for Boaters

The UK has an amazing array of marine wildlife, and as a recreational boater you may come across some extraordinary and charismatic creatures from seabirds, whales, dolphins and seals to sharks and turtles.

Whilst it might be tempting to get a little closer to see more, remember that marine wildlife is just that - wild. All types of watercraft have the potential to cause disturbance, so follow our simple green guide to keep disturbance to a minimum, get the best experience out of your wildlife encounters and keep you and your boat safe.

Remember to look out for advice and marine codes wherever you choose to go boating as they can offer a wealth of information on what species you might see, any special characteristics and any local protections you need to be aware of.

Three easy steps

See

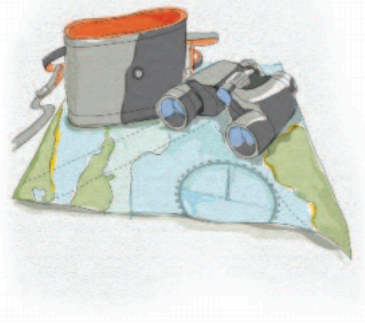
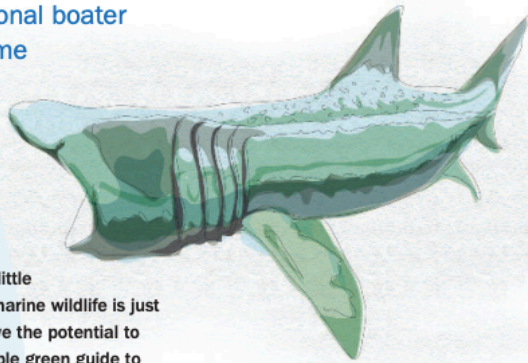
Can you spot something in the distance or is an inquisitive creature coming to get a closer look at you?

Evaluate

How many are there, how far away, are they moving towards or away from you, are there any mothers and young?

Act

Think speed, be steady, predictable, quiet and cautious.



How close is too close?

The rule of thumb is to stay at least 100m away from marine wildlife in the water and 50m away from marine wildlife on cliffs and rocks, if you can. That said, sometimes it's difficult to judge distance, often it's the wildlife that's moving closer to you and sometimes it appears unexpectedly alongside your boat!

The best you can do is use common sense and err on the side of caution. You can judge distance by counting how far away you are in boat lengths.

For nesting birds on cliffs, and seals hauled out on rocks and ledges use binoculars to get a better view. If you don't need binoculars to see the detail you're probably too close!

In fact, using binoculars is a great way to get a good look at all marine wildlife, not just birds and seals, without getting too close.

What should you do?

If you spot something over 100m away, stay on course at a steady speed, but be prepared to slow down to let it move out of your path.

If you spot something less than 100m away, stay on course and slow down, but be prepared to stop altogether to avoid risk of collision.

Stay at least 50m away from wildlife on cliffs and rocks, and consider slowing down to a speed that reduces noise.

How slow do I need to go?

As a general principle, slow down to a speed that allows you to take action if needed to avoid a collision. However, don't put your boat at risk as it's necessary at times to maintain speed for the boat's safety in strong currents or rough weather.

If you need to put the engine into neutral to avoid propeller injury, only do so if it is safe for you and your boat. Only re-engage the engine once you've checked around you.

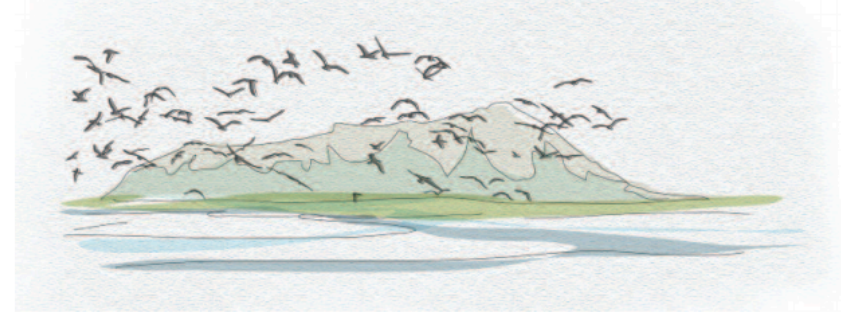
How long is too long?

If something appears unexpectedly alongside you, for example, a pod of dolphins on the bow wave, let them decide how long they want to stay, and let them decide when it's time to leave. Do not be tempted to follow them.

If you see a marine animal and you're far enough away to minimise disturbance, spend no more than 15 minutes observing quietly, and if you notice any signs of distress leave immediately.

What shouldn't you do?

Don't... turn your propeller towards the animals, chase, change course to get a closer look, steer directly towards them, over crowd them or box them in with other boats, block them between you and the shore, split or steer through a group, separate mothers and young, or outstay your welcome if you pause to take a look.



The Green Wildlife Guide for Boaters

Sky

A glance up from the helm at a rocky outcrop can reveal colonies of chattering seabirds: stunning razorbills with black plumage and distinctive white eyebrow between the eye and the bill, or unmistakable puffins with brightly coloured bills. Built for speed over, on and in the water is the Manx shearwater: black above and white below, it transforms from one shade to the other with every flap so easy to recognise on board or from the shore.

Birds may be using the water at any time of the year but typically breed between April and July when cliffs and rocks may be occupied. Young and moulting adult birds may be flightless and therefore particularly vulnerable after breeding around August and September. Cliffs are also used as winter roosting sites between October and March.

Getting too close to occupied cliffs might make birds take flight, leaving nests, eggs or chicks abandoned and vulnerable to predators. Slow down but keep in mind that even the noise of flapping sails can cause disturbance. Better still, be considerate and use binoculars to observe at a distance.

You may also spot rafts of birds on the water. The main reason is to rest and they do this in large numbers for safety. Avoid steering into rafting birds. Breaking up rafts can make birds more vulnerable to predators and use up energy.



3

Sea

Over 28 species of cetacean (dolphins, porpoises and whales) have been recorded in UK waters, and there are over 20 species of resident sharks commonly found all year round.

The most nimble is the bottlenose dolphin, capable of a swift 20 miles per hour. The short stubby 'bottlenose' beak makes it easy to spot. If it joins you on the bow wave, stay on course and let it decide how long it wants to stay. Do not be tempted to follow when it swims away.

You might also be lucky enough to spot a basking shark on its annual journey between May and September, from the south west of England to the west coast of Scotland. As spring approaches, these gentle giants come to the surface to filter feed with their vast mouths agape in a feeding induced trance. It is during these times that they are at their most vulnerable as they might not be aware of your presence so keep your distance and slow down to protect them and your boat.

The same goes for whales and other large marine mammals that may surface in unpredictable locations; slow down and allow them to pass.



4



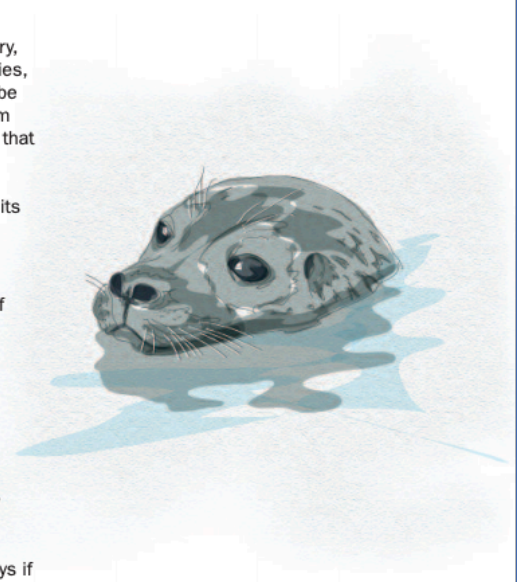
Shallows and Seabed

Shallow habitats provide important sanctuary, feeding and nursery grounds for many species, including marine invertebrates, sponges, tube worms, sea squirts, sea mats and fish. From the slender *Serpula vermicularis* tube worm that lives in a calcareous tube with its plume of feather-like radioles, to the fast growing *Membranipora membranacea* sea mat with its grey-white lacy appearance, the shallows support a rich variety of unique wildlife.

Smaller craft can often access small bays, inlets and shallow reaches. Keep a depth of water under the boat. Use designated launching and landing spots to protect shoreline habitats and keep wake to a minimum to prevent erosion to banks and shorelines.

Be aware of disturbing birds that might be in the shallows at low tide. This includes estuaries, saltmarshes, mud and sandflats, which can be overwintering sites for migratory birds.

Anchor with care - use existing mooring buoys if available, and if not, deploy your anchor correctly to avoid drag and scouring of sensitive plant or animal habitats.



4

Shores

The UK is home to the common seal and the grey seal. Seals are often seen hauled out on banks and rocks. Resting in this way is essential for them to warm up and to restore their energy for their next hunting dive.

The typical sign that they are aware of your presence is 'heads up'. If distressed, they will often shuffle at speed into the water.

Be particularly careful and keep your distance if you spot mothers and seal pups. Depending on where you are in the UK, this could be any time between June and November. Excessive wake from boats can also wash seals off or into rocks, which can cause injury. Think speed and slow down.

The Green Wildlife Guide for Boaters

What is disturbance?

Disturbance is any activity or noise that could change the behaviour of an animal (such as feeding, resting and breeding). This could risk its well-being and even survival. Birds can lose energy by taking flight to escape disturbance, thereby making them more vulnerable to predators. Losing energy will also affect their overall condition and survival rate. The same goes for young birds about to fledge that may leave the nest prematurely, and mothers and young marine mammals whose bond is disturbed leaving the young alone and exposed. Cetaceans, seals and sharks risk injury from collisions and propellers.

What can cause disturbance?

- Flapping sails
- Noise from powered craft
- Flash photography
- Abrupt movement, sudden stopping, sudden acceleration, tacking and gybing
- Dragging hulls across shoreline habitats when launching and landing
- Excessive speed and wake
- Approaching head on
- Getting too close
- Crowding
- Circling
- Separating
- Chasing
- Jumping in the water to get a closer look
- Swimming alongside
- Feeding
- Touching

How to spot signs of distress?

Unless you are very familiar with the usual behaviour of marine wildlife, it will be difficult to detect definite signs of distress. You can however look out for clues such as an alert 'heads up' response, freezing motionless, alarm calls, prolonged diving, or a sudden stampede from rocks into the water. Other signs might include birds taking flight, rapid paddling, or aggressive behaviour towards your boat.

For some of the cliff nesting birds one sign is 'head-bobbing.' It's an early warning sign and might help you to take action that prevents them taking flight, by which time the damage is done.



5

Keep up to date and above board

Seeing marine wildlife from the water is always a thrill and the developing network of Marine Protected Areas (MPAs) around the UK has an amazing array of creatures. Designated to protect habitats and species from damage, MPA is a generic term and includes different types of legal protection such as Marine Conservation Zones, Sites of Special Scientific Interest, Special Areas of Conservation and Special Protection Areas. As the network develops some areas might have certain protections. Some have already been protected for some time and remain accessible. A good example is Skomer Island and its rich marine life and seabird colonies. For more information on specific protected features and areas when planning your trip look at the JNCC's interactive map <http://tinyurl.com/jnccmap>

Whether you are in a MPA or not, it is worth noting the legislation that protects wildlife in the UK. This includes the Marine Acts, the Wildlife and Countryside Act 1981 and the Habitats Regulations. Most of the marine wildlife you will see around the UK are protected species. Offences might be summarised as intentionally (or, in Scotland, recklessly) killing, injuring or taking a protected species, without a lawful excuse; and intentionally or recklessly destroying, damaging or obstructing a protected species' place of shelter or protection, or disturbing a protected species while within it, without a lawful excuse.

For more information on which marine species are protected, and by what legislation visit: <https://www.gov.uk/government/publications/protected-marine-species>

<http://www.snh.gov.uk/protecting-scotlandsnature/protected-species/>

Wherever you are, and whichever species you encounter, acting responsibly and cautiously to minimise the risk of disturbance is always the safest course of action.

Wildlife Sightings and Strandings

If you are keen to report your wildlife sightings use the following schemes:

For whales, dolphins and porpoises <http://www.seawatchfoundation.org.uk/sightingsform>

For basking sharks, turtles and jellyfish http://www.mcsuk.org/what_we_do/Wildlife+protection/Report+wildlife+sightings

For seabirds <http://app.bto.org/birdtrack/main/datahome.jsp>

For more information on your local marine life and habitats, contact your local Wildlife Trust www.wildlifetrusts.org/your-local-trust

If you spot a stranded or injured marine animal, do not approach or touch it. Call the numbers on this website.

<http://ukstrandings.org/how-to-report-a-stranding>

Be prepared to provide your name and contact details, location and time of sighting, what you saw, and weather conditions.



6

The Green Blue

The Green Blue is a UK wide programme created by British Marine and the Royal Yachting Association in 2005 to enable the UK recreational boating sector to decrease its impact on the environment by:

- Raising awareness amongst industry and users
- Reducing harmful discharges
- Reducing environmental disturbance
- Encouraging sustainable choices

For more information visit our website
www.thegreenblue.org.uk



The Green Blue

RYA House, Ensign Way
Hamble, Southampton
SO31 4YA

Tel: 023 8060 4100
Fax: 023 8060 4294
info@thegreenblue.org.uk

www.thegreenblue.org.uk

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