



**ATLAS**  **Hallberg-Rassy 34.2**

## CREW REFERENCE CARDS (CRC) **PLYMOUTH**

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### RAFSA(O) HR 34.2 – QUICK START GUIDE

1. **Purpose.** To signpost skippers to the correct procedures for taking over and handing back RAFSA(O) vessels and provides an overview of the [RAFSA Document Set](#), which sets out our safe place and safe system of work. Blue text is used to highlight documents in the [RAFSA Document Set](#).

2. **Yacht Takeover.** (Several activities can be run concurrently)

- Check and open the [Ships Log Book](#) – on chart table – enter crew's names, sailing qualifications, and duty on board (e.g. Mate).
- Conduct takeover – use [Takeover Routine](#) and [Inventory and Equipment Stowage Plan](#) – see [Crew Reference Cards \(CRC\)](#) (on chart table).
- Check the [Defects Log](#) – see [Boat Folder Section 3](#) (on chart table, stow in chart table or bookcase when not in use).
- Complete (on chart table – see [Boat Folder Section 4](#) – **Send image as directed on form.**)
- Conduct **mandatory** crew brief ([SOP 3 – CRC](#)); allocate berths; stow victuals and personal equipment; issue foul weather gear. **Do not move yacht spares and first aid equipment.**

4. **Yacht Hand Back Routine.** (Several activities can be run concurrently).

- Follow [Yacht Cleaning Routine – CRC](#).
- Follow the [Yacht Hand Back Routine – CRC](#), carefully; you may be the last person on the vessel for many weeks.

3. We hope you enjoyed your sailing experience with RAFSA(O); have a safe journey home.

4. [RAFSA\(O\) HR 34.2 Document Set](#). You should be familiar with the document set prior to boarding the yacht; the documents and their purpose is set out below. Copies are available on board for reference.

- [RAFSA Sports Safety Management Plan \(SSMP\)](#) – the Sports Safety Management for the RAF Sailing Association (only Offshore Annex included).
- [RAFSA\(O\) HR 34.2 SOPs](#) – how we should normally operate the vessel.
- [RAFSA\(O\) HR 34.2 Boat Folder](#) – Points of contact, vessel specific, reference information and technical logs.
- [Crew Reference Cards \(CRC\)](#) – laminated cards covering frequently used routines, procedures, checklists, reference documents from the [RAFSA\(O\) Document Set](#), and planning materials.
- [RAFSA\(O\) HR 34.2 Operating Manual](#) – Sets out:

- The function and operation of the **safety equipment** on board the vessel and how to carry out certain safety critical operations.
- The location, function and operation of the **key systems and equipment** on board the vessel.
- How to conduct specific evolutions when **operating the HR 34.2** yachts at sea.
- **RAFSA(O) Food Hygiene Policy** – food hygiene policy and procedures to be employed on board RAFSA(O) vessels.
- **RAFSA Safeguarding Adults – Policy and Procedures** – policy and procedures for safeguarding adults involved in RAFSA activities.
- **RAFSA Safeguarding Adults – Policy and Procedures** – policy and procedures for safeguarding children involved in RAFSA activities.

5. **RYA Courses.** Please ask students to complete the RAFSA(O) Training Course Feedback Form before signing their log books:



RAFSA(O) Trg Feedback

**Scan ME**

## 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 \(TO\) Certificate](#). 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.**

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

**HR 34.2 INVENTORY & STOWAGE PLAN - TOPSIDE**

<b>FITTINGS ON DECK</b>	<b>Qty</b>	<b>Ck</b>
Mast head lantern	1	
Anchor light	1	
Tri- colour	1	
Windex	1	
Radar reflector	1	
Steaming light	1	
Bi colour	1	
Deck light	1	
Spinnaker pole	1	
Spinnaker pole downhaul	1	
Furling Genoa sail c/w sheets	1	
Main sail, sail bag and lazy jacks	1	
Boat hook	1	
Fenders	6	
Ball fender	1	
Windshield c/w Spray hood	1	
Instruments x 3 c/w covers	3	
Steering Compass c/w cover	1	
Wash boards	2	
Tiller with extension	1	
Horseshoe lifebuoy, Light & drogue (dan buoy attached)	1	
Spinnaker blocks	2	
Horseshoe lifebuoy, light & drogue	1	
Dan buoy	1	
Throwing Line	1	
Stern light	1	
Jackstays	2	
<b>QUARTER LOCKER - PORT</b>	<b>Qty</b>	<b>Ck</b>
Gas bottles c/w safety caps	2	
Bilge pump handle	1	
Motoring cone	1	
Anchor ball	1	

<b>ANCHOR LOCKER</b>	<b>Qty</b>	<b>Ck</b>
Anchor - Delta	1	
Anchor chain & warp	1	
Tripping buoy w attachment	1	
<b>COCKPIT LOCKER STBD</b>	<b>Qty</b>	<b>Ck</b>
Fire extinguisher	1	
Spare water – 20L	1	
Spare diesel - 20L	1	
Spare engine oil 5L min	1	
Spare engine coolant 5L min	1	
Filler funnel	1	
Storm jib, sheets & bag	1	
Manual bilge pump	1	
Shore power cable c/w plug & socket (one metered)	2	
Buckets c/w lanyards	2	
Hose pipe on reel	1	
Deck scrubber/brush	1	
Mop	1	
Kedge anchor c/w chain & warp	1	
No 1 Jib, hyfield lever, jib extension & bag	1	
Trays for warps and elec cables	2	
Warps (4 x short, 2 x long)	6	
Spray Hood cover	1	
Main Sail & gooseneck covers	1ea	
<b>PUSHPIT RAIL</b>		
Outboard motor c/w with lock	1	
<b>QUARTER LOCKER - STBD</b>	<b>Qty</b>	<b>Ck</b>
Lasso (always on top)	1	
Preventer	1	
Handy-Billy/Recovery Line	1	
Petrol 5L container	1	

**Notes:**

## HR 34.2 INVENTORY & STOWAGE PLAN - BELOW DECK - 1

<b>FOREPEAK PORT LOCKER</b>	<b>Qty</b>	<b>Ck</b>
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	
<b>FOREPEAK CABIN</b>	<b>Qty</b>	<b>Ck</b>
Fire extinguisher	1	
Emergency torch	1	
Cushion set	1	
Reading lights	2	
<b>SALOON SHELF PORT</b>	<b>Qty</b>	<b>Ck</b>
<u>Not to be stowed elsewhere</u>		
Daily use first aid kit	1	
C class medical kit	1	
First aid book	1	
MGN 1905	1	
<b>MAIN SALOON</b>	<b>Qty</b>	<b>Ck</b>
Hanger for F/W gear and LJs	12	
Life Jackets (port handrail)	6	
Safety lines (att to lifejackets)	6	
Foul Weather suits (port handrail):		
Small	1	
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	

<b>FOREPEAK UNDER BUNK</b>	<b>Qty</b>	<b>Ck</b>
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	
<b>SALOON SHELF STARBOARD</b>	<b>Qty</b>	<b>Ck</b>
<a href="#">RAFSA SSMP</a>	1	
<a href="#">RAFSA(O) HR34.2 SOPs</a>	1	
<a href="#">RAFSA(O) HR 34.2 Operating Manual</a>	1	
<a href="#">RAFSA(O) Food Hygiene Policy</a>	1	
<a href="#">RAFSA Safeguarding Adults – Policy and Procedures</a>	1	
<a href="#">RAFSA Safeguarding Children – Policy and Procedures</a>	1	
Reeds almanac	1	
Tidal stream atlases	1	
NP5011 (symbols & abbreviations)	1	
Stability booklet	1	
Pilot books	-	
Spare <a href="#">ship's Logbooks</a>	2	

**Notes:**

**HR 34.2 INVENTORY & STOWAGE PLAN - BELOW DECK - 2**

<b>GALLEY</b>	<b>Qty</b>	<b>Ck</b>
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	
<b>GALLEY CUPBOARD TOP</b>	<b>Qty</b>	<b>Ck</b>
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	
<b>GALLEY CUPBOARD LOWER</b>	<b>Qty</b>	<b>Ck</b>
Pans c/w Lids	3	
Frying Pan	1	
Cooking Pot c/w lid	1	

<b>GALLEY DRAWERS</b>	<b>Qty</b>	<b>Ck</b>
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	
<b>GALLEY UNDER SINK CUPBOARD</b>	<b>Qty</b>	<b>Ck</b>
Dust pan & Brush	1	
Cleaning material	-	
Plastic disposable bags	-	
Electric toaster	1	

**Notes:**

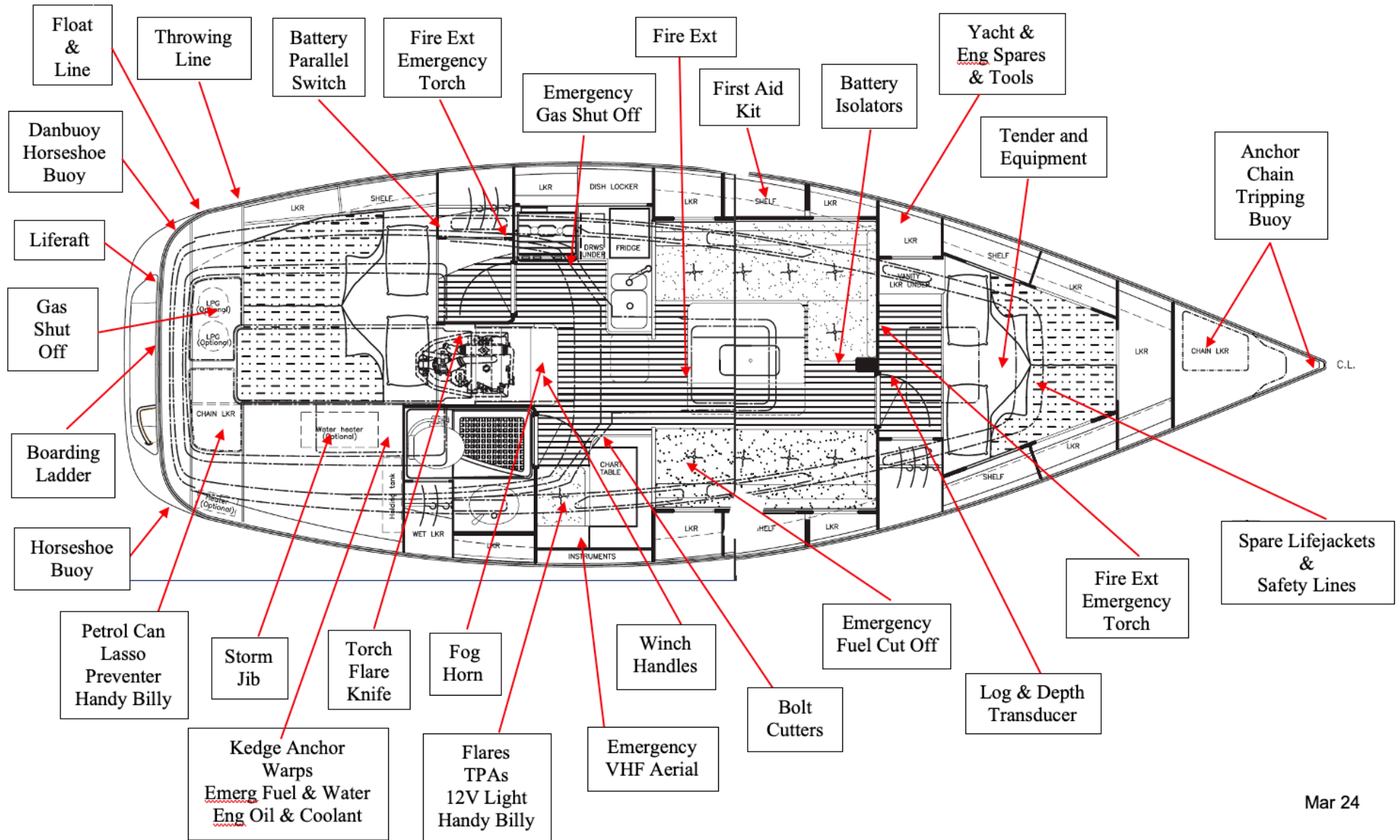
**HR 34.2 INVENTORY & STOWAGE PLAN - BELOW DECK - 3**

<b>NAVIGATION AREA</b>	<b>Qty</b>	<b>Ck</b>
Handheld VHF Radio, charger & 12v plug	1	
Binoculars w case (stbd shelf)	1	
Assortment of National Flags		
Pencil Rack	1	
VHF Radio	1	
Barometer & clock	1	
Chart Plotter, SD card & cover	1	
Retaining Strap	1	
Knife & Marlin spike set	1	
<b>CHART TABLE</b>	<b>Qty</b>	<b>Ck</b>
In use <a href="#">Ship's Logbook</a>	1	
<a href="#">RAFSA(O) Crew Reference Cards</a>	1	
<a href="#">RAFSA(O) EDDRA book</a>	1	
<a href="#">RAGFSA(O) Boat Folder</a>	1	
Chart Folios (check all charts present)	-	
Pens, <b>2B</b> pencils, rubbers, sharpeners	-	
Ship's Key bunch	1	
Portland Plotters	2	
Kill chord	1	
<b>CHART TABLE SEAT LOCKER</b>	<b>Qty</b>	<b>Ck</b>
Flares container yellow	1	
Red rocket flares	4	
Red handheld flares	6	
Orange smoke	2	
White handheld flares	3	
12v Search Lamp	1	
Wooden Bungs (set)	1	
Grab bag with TPA	1	
Handy Billy	1	
Emergency Yacht ID panel	1	
Torches	1	

<b>HEADS</b>	<b>Qty</b>	<b>Ck</b>
Toilet brush & holder	1	
Cleaning materials		
Toilet Paper		
Hanging rail (in tall cupboard)	1	
Emergency torch	1	
<b>AFT CABIN &amp; LOCKER</b>	<b>Qty</b>	<b>Ck</b>
Fire extinguisher	1	
Battery link switch key	1	
Cushion set	1	
Reading lights	2	
Emergency torch	1	
Fire alarm	1	
<b>COMPANIONWAY STEP LOCKER</b>	<b>Qty</b>	<b>Ck</b>
Winch handles - Large	2	
Winch handles - Small	2	
Fog horns c/w air canisters	2	
Manual foghorn	1	
Engine compartment key	1	
Reefing bungees (not to be hung from companionway hand rails)	4	
Sail ties (not to be hung from companionway hand rails)	8	
<b>COMPANION WAY SIDE PANELS</b>	<b>Qty</b>	<b>Ck</b>
Flare – White (steamer scarer)	1	
Torch	1	
Hand bearing compass	1	
<b>UNDER CHART TABLE LOCKER</b>	<b>Qty</b>	<b>Ck</b>
Lead Line	1	
Boson's chair	1	
Bolt/Wire Croppers	1	
Hose fittings in container	-	



## ANNEX C To SOP 2 HR 34.2 Equipment Location



Mar 24

## 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

## ANNEX B TO SOP 3 – SKIPPER'S 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, 1<sup>st</sup> 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:**

## HR 34.2 INDICATIVE SAIL PLAN

<b>SAIL</b>		<b>SELECT SAIL ON MAXIMUM EXPECTED WIND!!!</b>																														
APPARENT WIND (KNOTS)		2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40	42	44	46	48	50	52	54	56	58	60	60+
GENOA Full	upto 15 kts App																															
GENOA 1st Reef	upto 20 kts App																															
GENOA 2nd Reef	25 kts App																															
GENOA 3rd Reef	upto 30 kts App																															
<b>STORM JIB</b>	From 30 to 50+ kts App																															
MAIN	FULL MAIN					1 REEF				2 REEFS				3 REEFS From 32 to 50+ kts App																		
Spinnaker	From 2 to 16 kts True																															
APPARENT WIND (KNOTS)		2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40	42	44	46	48	50	52	54	56	58	60	60+
Beaufort Scale		1	2	3	4	5	6	7	8	9	10	11																				

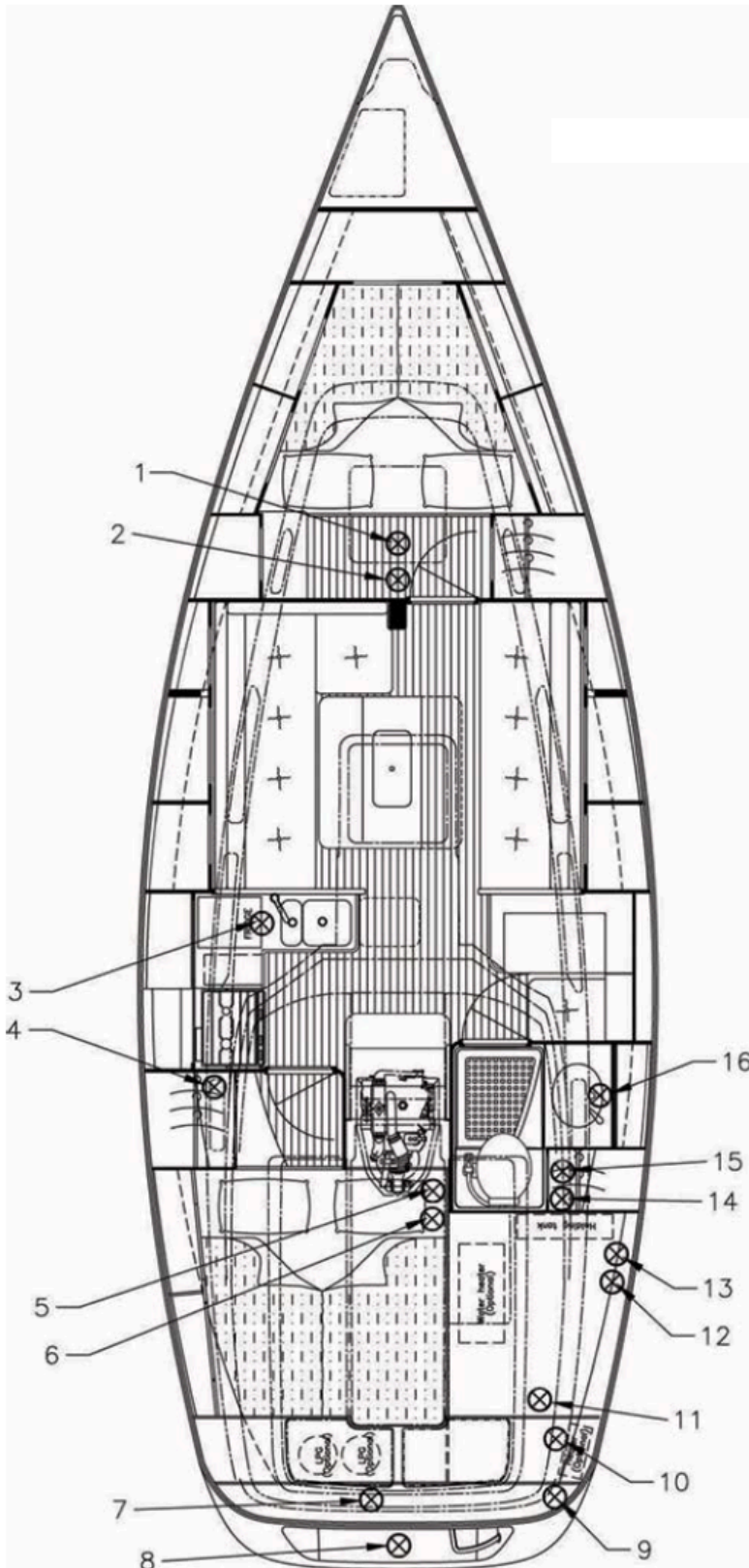
Track positions should be adjusted to suit each headsail change  
Sails should not be:

- Flown above apparent wind speeds shown - it will stretch the sail and the boat will be over powered and difficult to control.
- Allowed to flog.
- Sheeted in before the Luff is tensioned.
- Allowed to rub against rigging (chafe).
- Trodden on.
- Left damp in its bag longer than absolutely necessary.
- Handled whilst smoking.
- When slab reefs are put into main earrings need to be fitted
- 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

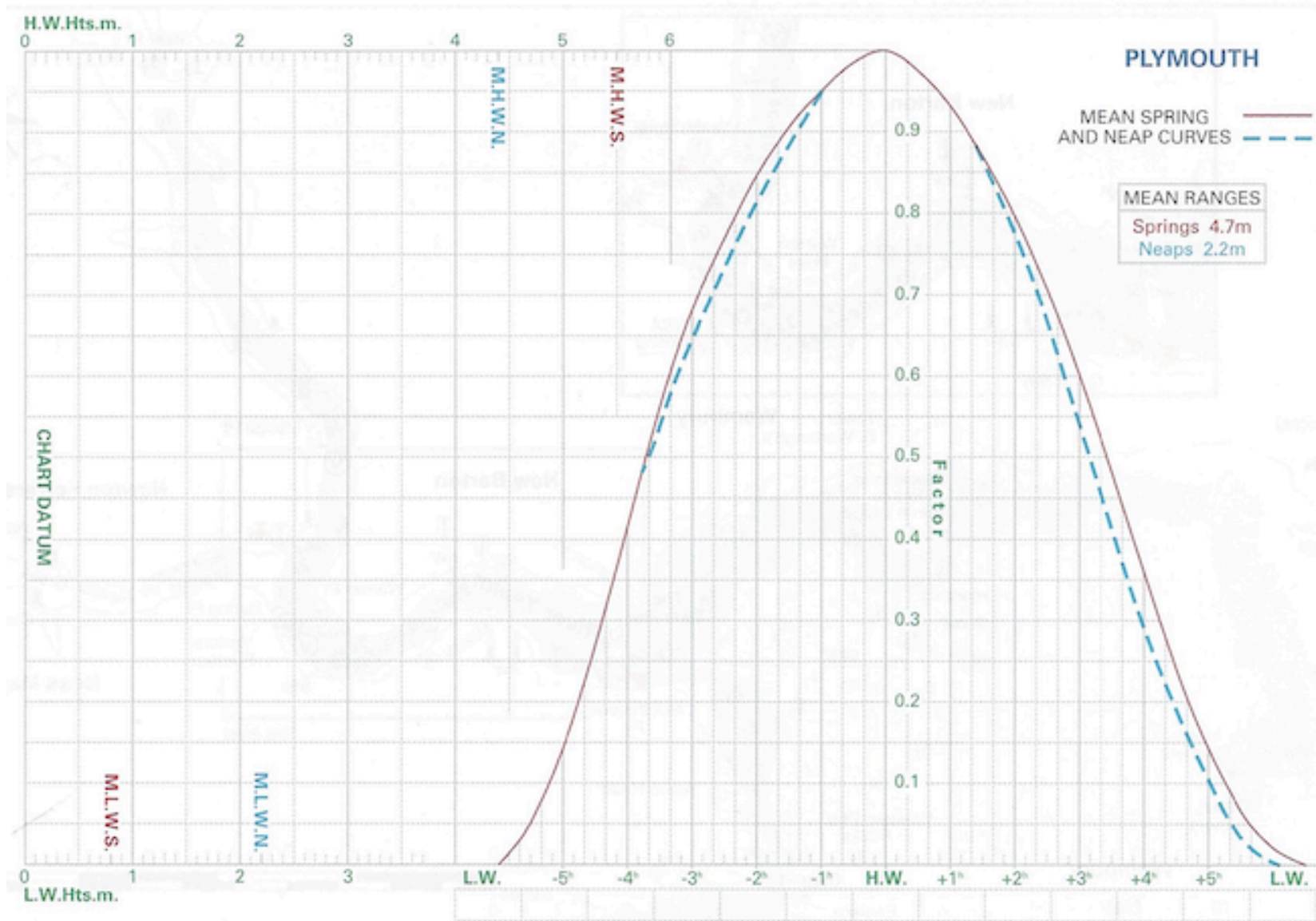
## HR 34.2 THROUGH HULL FITTINGS - LOCATION



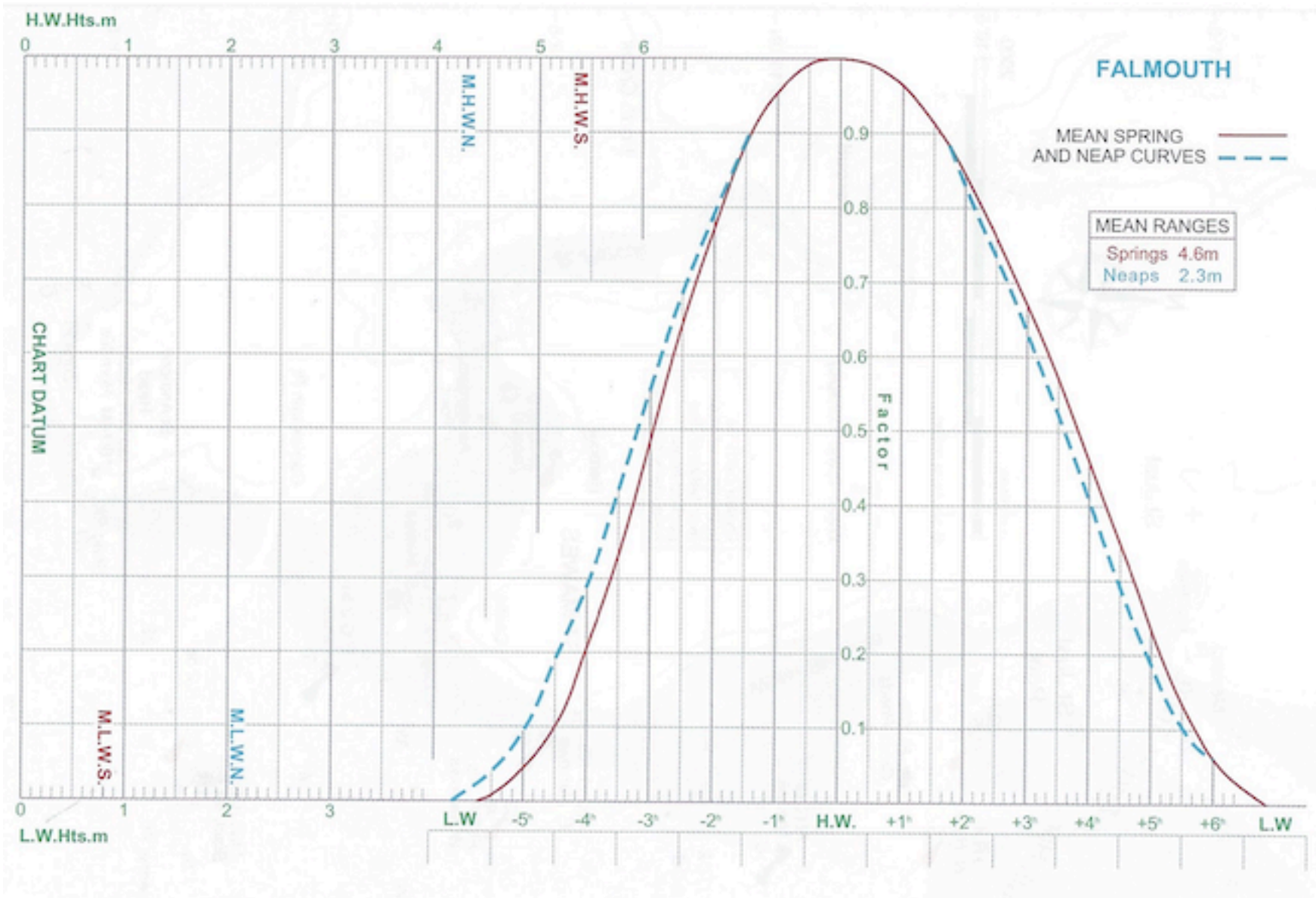
- 1= Depth Transducer
- 2= Speed Transducer
- 3= Galley Sink Out
- 4= Deck Drain
- 5= Vacuum valve Out
- 6= Toilet Flush water In
- 7= Cockpit Drain and Deck Drain
- 8= Gas Locker Drain
- 9= Emergency Bilge Pump
- 10= Manual Bilge Pump
- 11= Cockpit Drain and Aft Chain Locker Drain
- 12= Shower Drain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



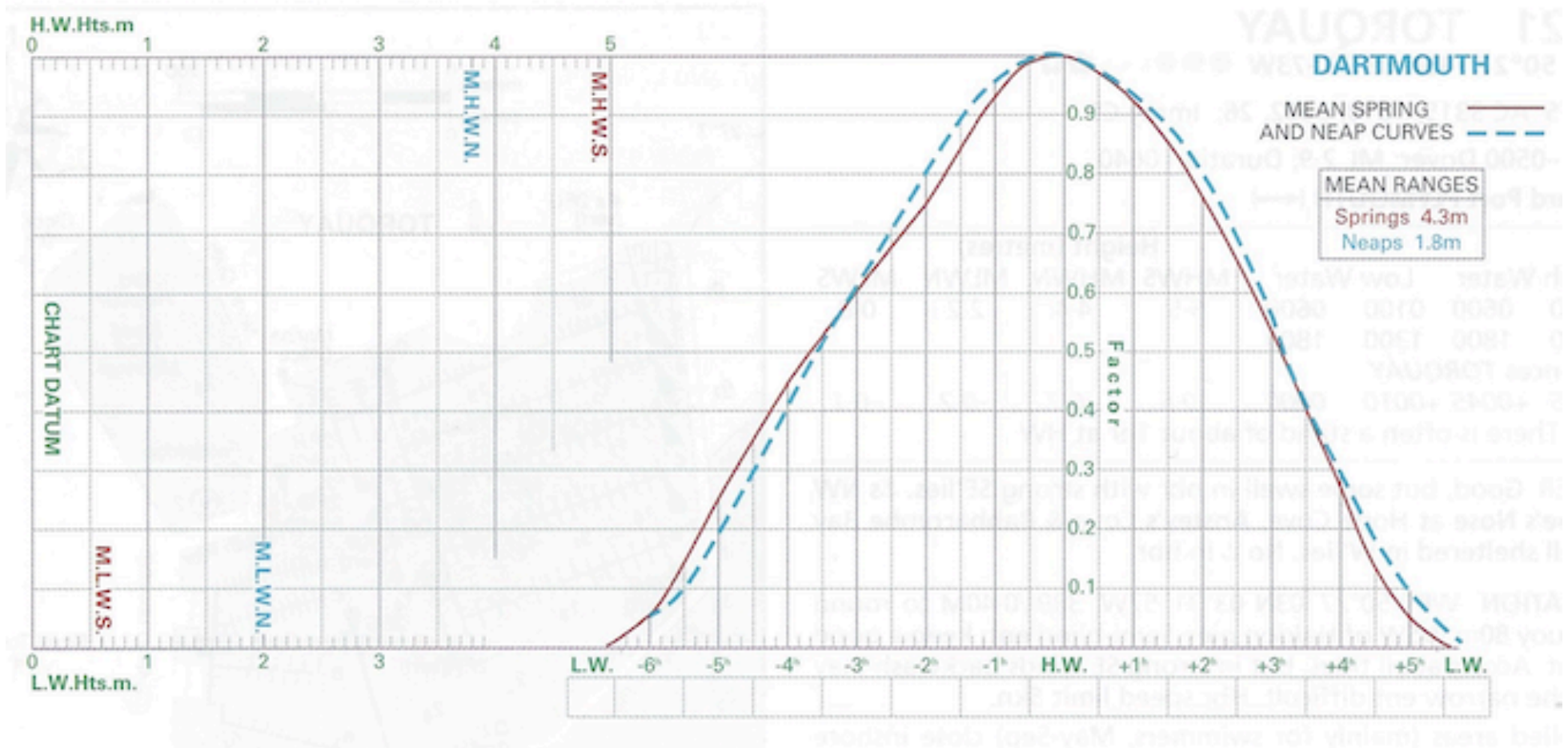
# PLYMOUTH TIDAL CURVE



# FALMOUTH TIDAL CURVE

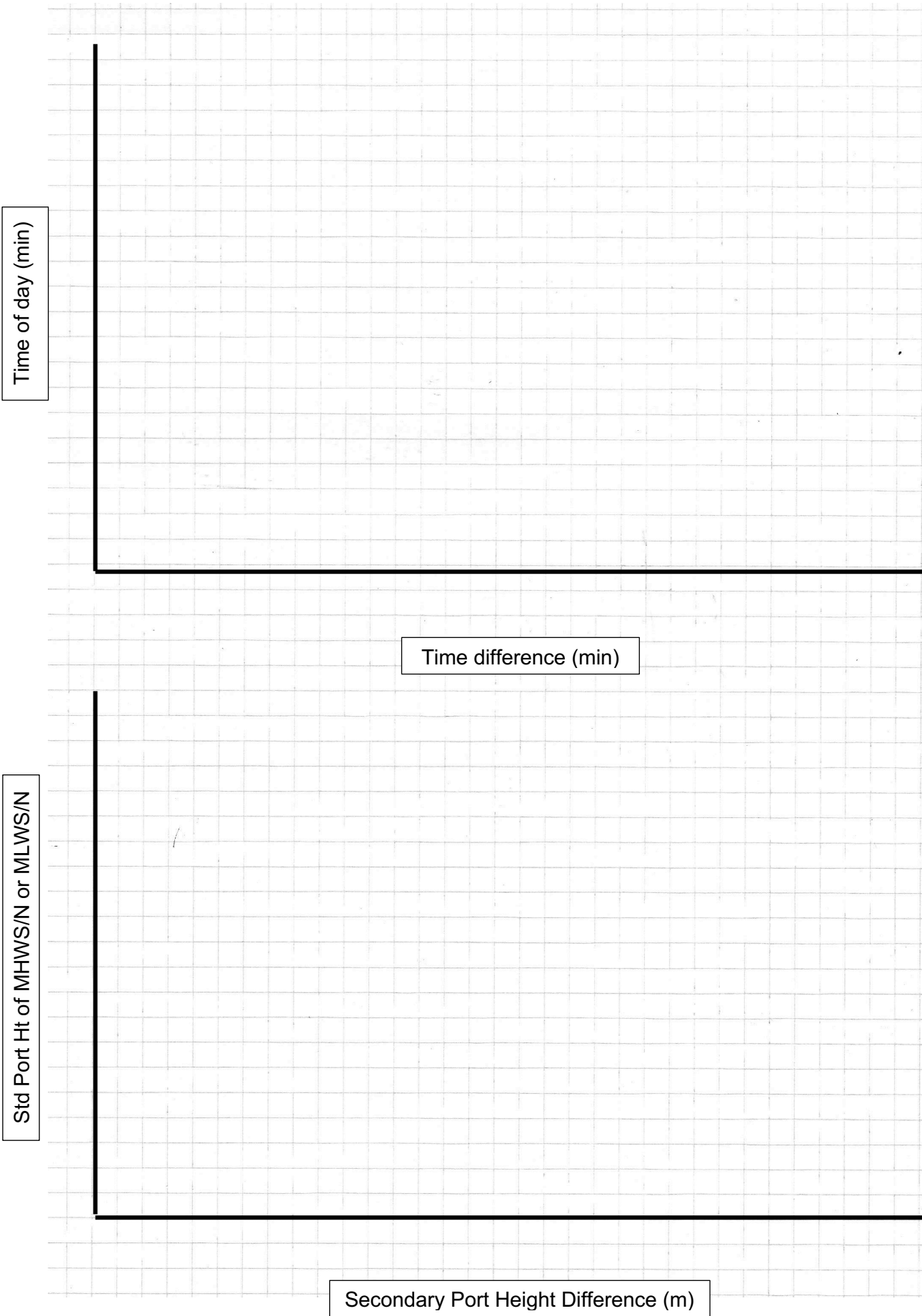


# DARTMOUTH TIDAL CURVE





**SECONDARY PORT CALCULATIONS - GRAPHS**



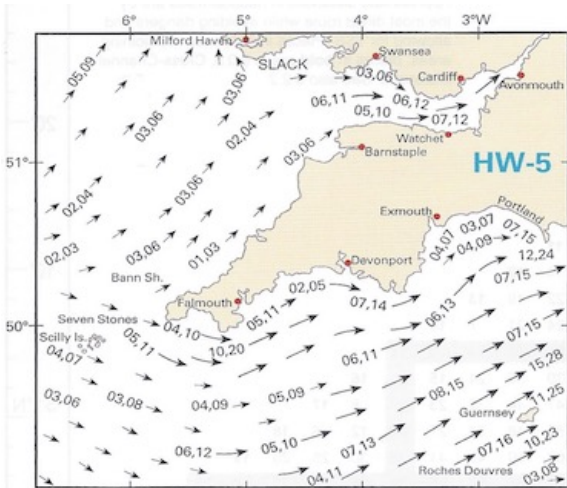
# SW ENGLISH CHANNEL TIDAL STREAMS

Day:

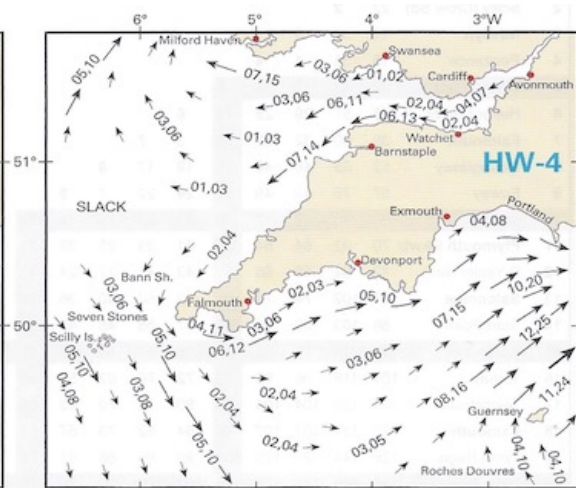
Date:

Time zone:

Time

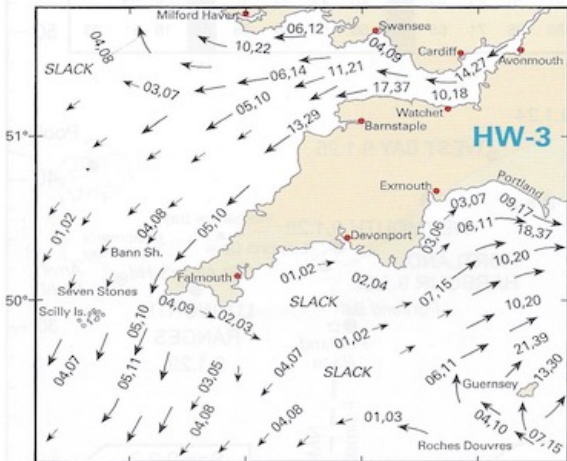


5 Hours before HW Dover (0040 after HW Plymouth)

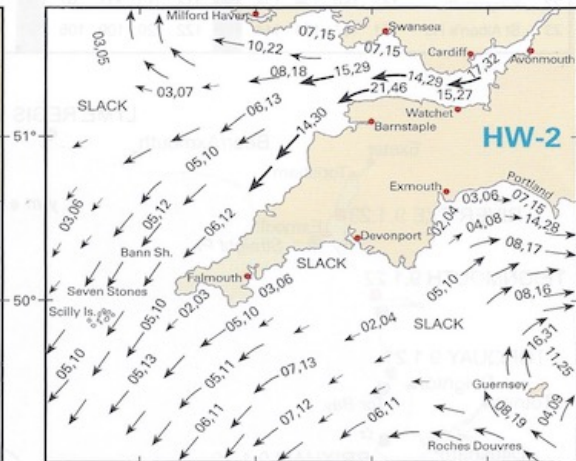


4 Hours before HW Dover (0140 after HW Plymouth)

Time

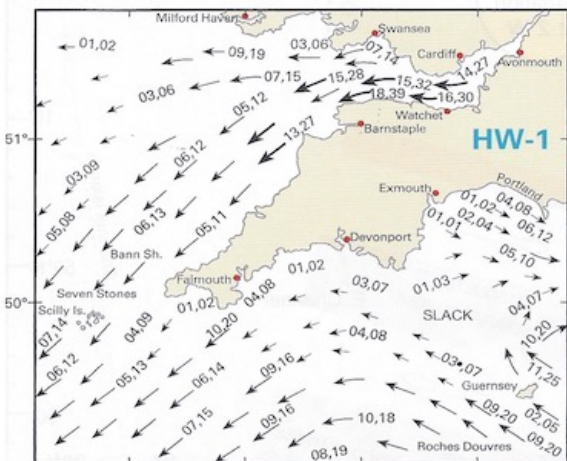


3 Hours before HW Dover (0240 after HW Plymouth)

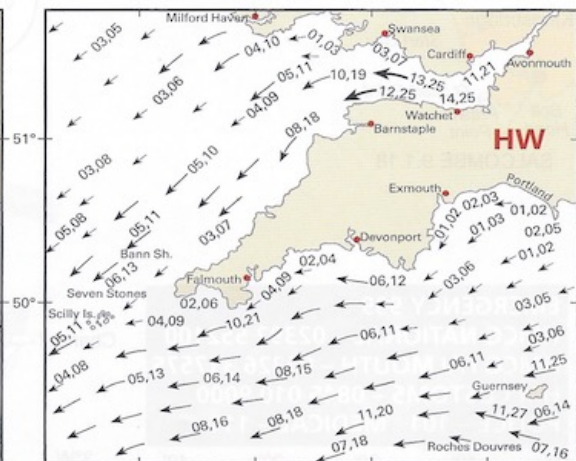


2 Hours before HW Dover (0340 after HW Plymouth)

Time



1 Hour before HW Dover (0440 after HW Plymouth)



HW Dover (0540 after HW Plymouth)

Time

Time

Time

<b>Dover:</b>	HW	Ht	m	LW	Ht	m
	LW	Ht	m	HW	Ht	m
	HW	Ht	m	LW	Ht	m



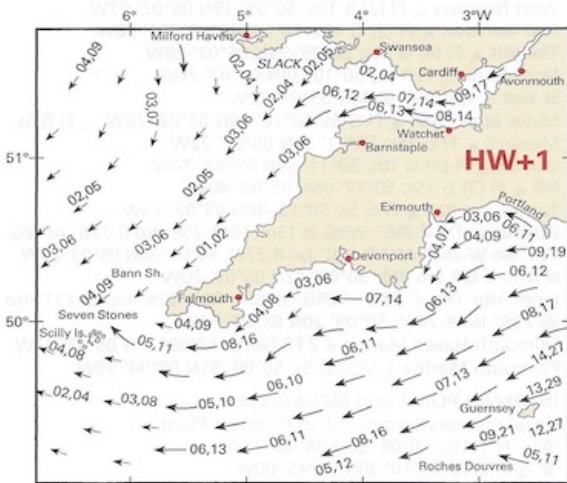
# SW ENGLISH CHANNEL TIDAL STREAMS

**Day:**

**Date:**

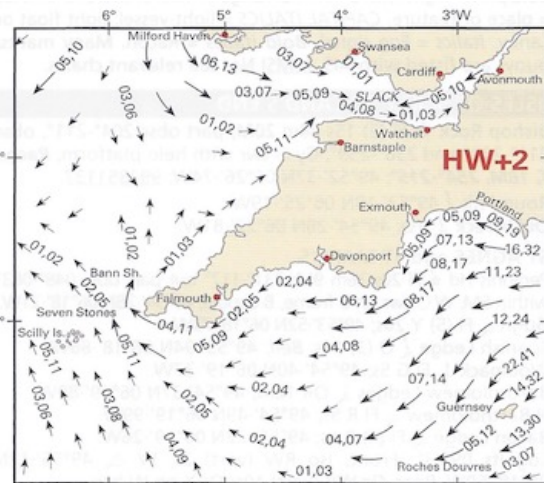
**Time zone:**

**Time**



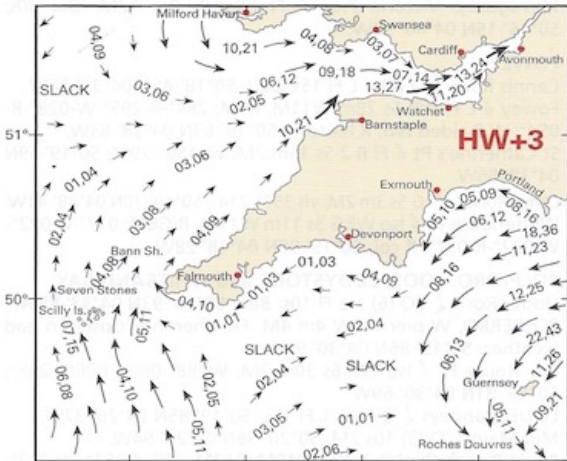
1 Hour after HW Dover (0545 before HW Plymouth)

**Time**



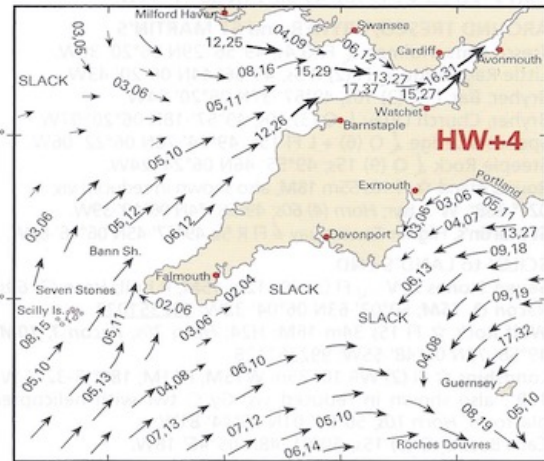
2 Hours after HW Dover (0445 before HW Plymouth)

**Time**



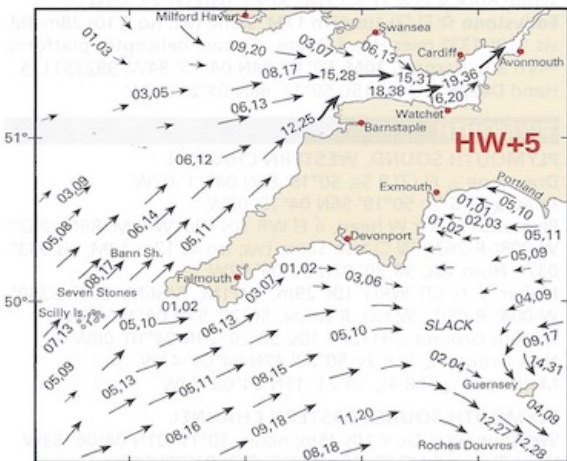
3 Hours after HW Dover (0345 before HW Plymouth)

**Time**



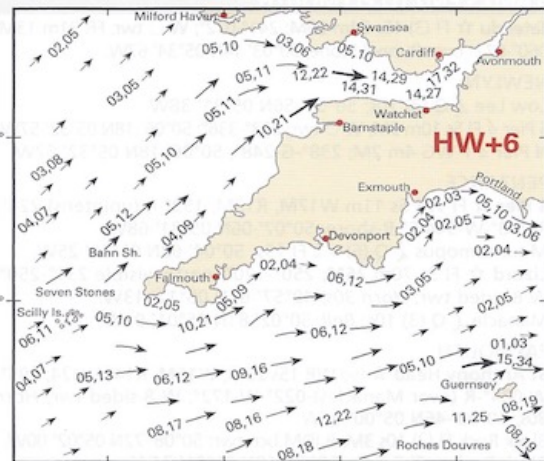
4 Hours after HW Dover (0245 before HW Plymouth)

**Time**



5 Hours after HW Dover (0145 before HW Plymouth)

**Time**



6 Hours after HW Dover (0045 before HW Plymouth)

<b>Dover:</b>	HW	Ht	m	LW	Ht	m
	LW	Ht	m	HW	Ht	m
	HW	Ht	m	LW	Ht	m

## PLYMOUTH BOATING PROCEDURES (King's Harbour Master)

### Entering Plymouth by boat

Protected by its Breakwater, the Sound provides excellent shelter and a beautiful backdrop for recreational boating and sailing around Plymouth. It can be entered by either the Western or Eastern channels, which are both well buoyed and lit. Inside the Sound there are no real hazards and no shoals with less than 3.7m at MLWS, although care is needed to the west of Drake's Island.

### North of the Breakwater

Rule 9 of the International Regulations of Collisions at Sea is in force at all times, therefore:

- All vessels under 20m in length and all sailing vessels must give way to vessels over 20m long.
- All vessels are to keep at least 50m clear of all military vessels (100m for submarines) both alongside and at anchor.

**Stay safe!** Keep clear of marked deep water channels, which are used by HM ships, channel ferries, tankers, bulk carriers and the fishing fleet. Wherever possible, channels should be crossed at right angles.

### Craft heading for Mayflower Marina, King Point Marina, the Hamoaze and the River Tamar

- Keep watch for ferries turning outside the entrance to Millbay Docks.
- Look out for naval ships entering/leaving Devonport Naval Base, particularly in the Narrows where there are strong tidal streams.
- The shortcut to the Hamoaze between Drake's Island and Mount Edgcombe (known as 'The Bridge') has 2.9m at MLWS.

### Craft heading for Sutton Harbour, Queen Anne's Battery and Plymouth Yacht Haven marinas

- Look out for tankers and bulk carriers when sailing in or near the Cattewater.
- Sutton Harbour Marina is entered through a traffic light controlled 44m x 12m lock, operated free of charge, 24hrs a day (Call VHF Channel 12). The lock operates in free flow mode for approx. 3 hours either side of high water.

VHF Radio Channels	Port operation channels:	
The recognised ship-to-ship channels are 6, 8, 72 and 77.	11	Tug Control
<b>Remember!</b>	12	Sutton Lock working channel
Channel 16 is a distress, safety and calling channel only. Other than for distress, it must only be used to establish contact before going to a recognised channel. Port operation channels must not be used for ship-to-ship communications..	14	VTS/QHM Naval & Commercial Port Control
	14	Plymouth Pilots calling channel
	65	Rame Head
	63 Or 67	HM Coastguard working channels
	37 & 80	Marina working channels

## Navigational safety

The deep water navigation channels are well marked by buoys and lights. The Plymouth Sound is a busy working port, and the channels are in constant use by the Royal Navy, ferries, large tankers, bulk carriers, fishing vessels and other traffic.

For your safety, recreational and small craft users should:

- Keep well clear of the channels, or if you have to cross them, do so at right angles as far as is practical.
- Obey Rule 9 of the Collision Regulations for conduct in narrow channels.



## Navigation and the tide

**River Lynher** – dries extensively but is navigable on the flood tide up to St Germans Quay (no mooring).

**River Tamar** – navigable on the flood tide to Calstock, 12 miles above the Tamar Bridges.

**River Tavy** – only accessible to unpowered craft and is navigable to Bere Ferrers.



### Things to be aware of

- No mooring or landing is permitted on the Plymouth Breakwater.
- Seasonal swimming areas off the Hoe foreshore, Bovisand Bay, Cawsand Bay and Western King are marked by yellow buoys.
- Beware of boats flying the blue & white 'A' flag – this indicates there are divers in the water.
- Small craft must avoid impeding the Torpoint Floating Bridge Chain Ferry that crosses between Devonport and Torpoint.



## 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.



## 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)

### 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*

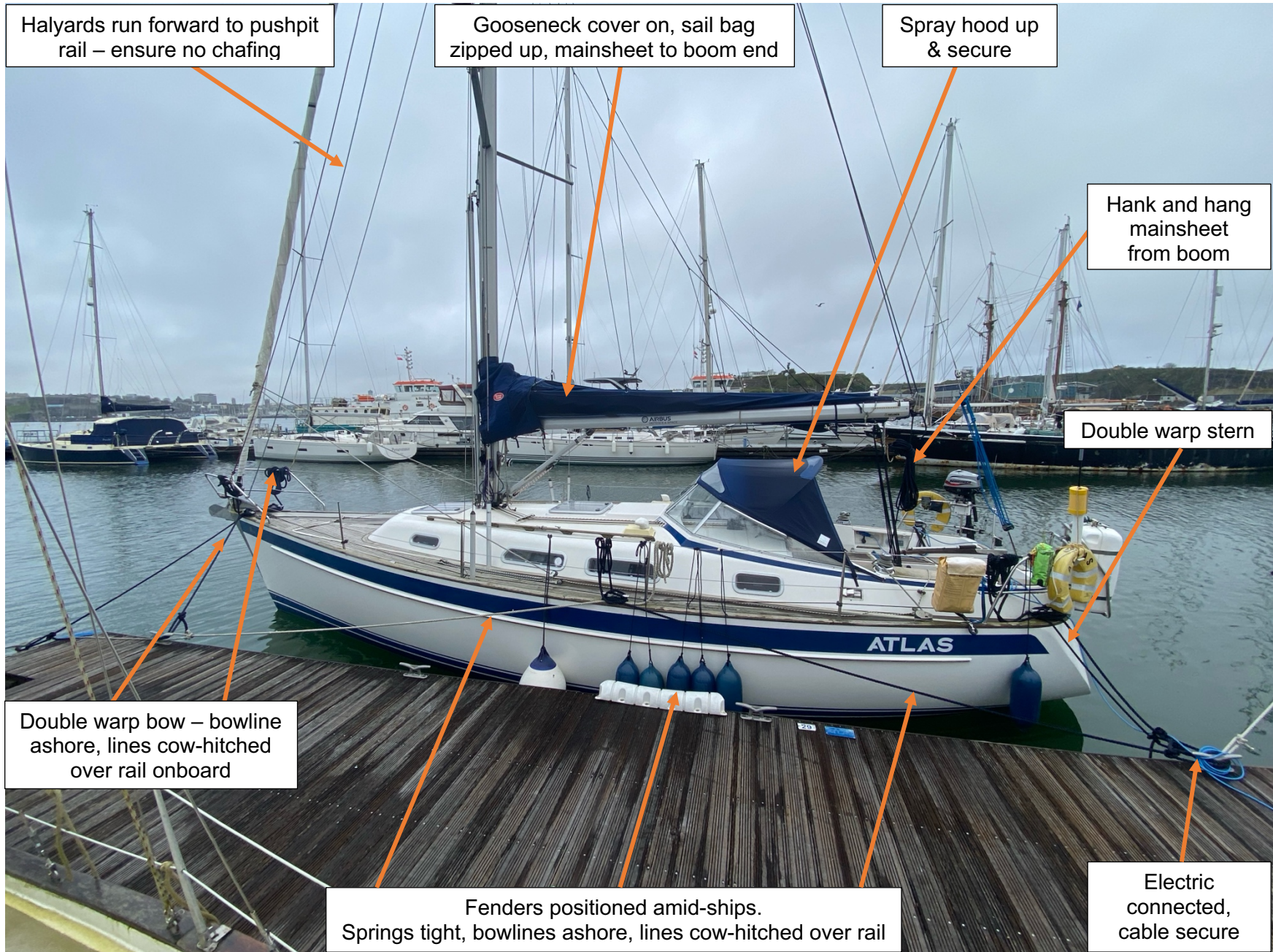


*Quarter berth*



*Heads*





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# ATLAS – EMERGENCY PROCEDURES

## Initial Assessment:

### Grave and Imminent Risk to Life

E.G. Serious injury or MOB

### Urgent Situation

E.G. Engine Failure & Becalmed or medical assistance required

1. **Sail the Yacht**
2. Warn the crew
3. Assess situation & Make a plan:
4. **Preserve Life, Protect Equipment**
5. Brief the crew & Delegate tasks
6. Execute the Plan

## If required send:

### MAYADAY

1. Send DSC Alert – designate if time
2. Make Voice Distress Call:

MAYDAY x 3

This Is Yacht Atlas x 3

C/S 2ED13 x 1 MMSI 235084159 x1

MAYDAY

Identity – Name, C/S MMSI

Position

Nature of Distress

Assistance Required

Number of Persons on Board

Other Information

Over

### PANPAN

1. Make Urgency Call:

PAN PAN x 3

This Is Yacht Atlas x 3

C/S 2ED13 x 1 MMSI 235084159 x1

PANPAN

Identity – Name, C/S MMSI

Position

Nature of Urgency

Assistance Required

Number of Persons on Board

Other Information

Over

## Execute Plan

(Appraise, Plan, Do, Review)

### Maintain a log of events

Resolve situation to best of ability as situation dictates E.G:

- Recover MOB (See [Operating Manual](#))
- Apply first aid, arrange CASEVAC, arrange rescue or tow
- Abandon Ship/Helicopter Ops/Towing etc (See [Operating Manual](#))
- Carry out repairs – use manuals onboard, call Sea Start (See [Boat Folder Secn 1](#))
- Revise passage plan as appropriate
- Keep crew informed
- Keep crew: warm, dry, hydrated and fed (hot food and drinks)

## Once situation under control – see SOP 14

- If [Casevac](#) required: Send escort & casualties passport, wallet and phone)
- If Service Person: Inform JCCC if injury serious (hospitalization). Tel: 01452 519951
- Civilian crew: Inform Next of Kin
- Inform RAFSA(O) Chain of Command (See [Boat Folder, Secn 1](#))
- Ask crew to write personal statement of events
- Carry out any mandated reporting (See [SOP 14](#))
- Once alongside, or situation resolved, debrief and review events as a crew.