



CREW REFERENCE CARDS (CRC)

ATLAS  **Hallberg-Rassy 34.2**

TITLE	PAGE
Quick Reference Guide	2 - 3
Yacht Takeover Guide	4
Inventory Check Sheet & Stowage Plan	5-8
Equipment Location Diagram	9
Crew Job Specifications Guide	10
Mandatory Crew Briefing Guide	11
Skippers Pre-Departure Checklist	12
Sail Plan	13
Through Hull Fittings - Location	14
Tidal Curves	15 - 17
Tidal Streams	18 - 19
Yacht Cleaning Guide	20
Yacht Hand Back Routine.	21 - 22
Radar Plotting Sheets	23 - 26

RAFSA(O) HR 34.2 – QUICK REFERENCE GUIDE

1. **Purpose.** To signpost skippers to the correct procedures for taking over and handing back RAFSA(O) vessels and an overview of the RAFSA Document Set.
2. **Yacht Takeover.** (Several activities can be run concurrently)
 - Check and open the **Ships Log** – on chart table – enter crew names/duties.
 - Conduct takeover – use **Takeover Guide** and **Inventory Check Sheet and Stowage Plan** – see **Crew Reference Cards** (SOP 2 and Boat Folder Section 2 refer).
 - Check the defects log – **Boat Folder Section 3** – on chart table, stow in bookcase when not in use.
 - Complete Takeover Certificate – **Boat Folder Section 4** – **Email image as directed on form.**
 - Brief crew (**SOP 3 – Card attached**); allocate berths; stow personal equipment; issue foul weather gear. **Do not move yacht spares and first aid equipment.** Stow victuals.
3. **Reference Material.** The RAFSA(O) HR 34.2 Document set, which should have been read before boarding, is available on board for reference:
 - **RAFSA Safety Management Plan** (SMP) – the Safety Management of RAF Sailing.
 - **RAFSA(O) Safety Policy** – the policy for the safe conduct of offshore sailing.
 - **RAFSA(O) HR 34.2 SOPs** – how we should normally operate the vessel.
 - **RAFSA(O) HR 34.2 Boat Folder** – vessel specific reference information and forms.
 - **Crew Reference Cards (CRC)** – laminated cards covering frequently used procedures and checklists from the RAFSA(O) Document Set and other sources.
 - **RAFSA(O) HR 34.2 Safety Manual** – explains the function and operation of the safety critical sailing equipment on board the vessel and how to carry out certain safety critical operations.
 - **RAFSA(O) HR 34.2 Systems Manual** – explains the location, function and operation of the key systems and equipment on board the vessel.
 - **RAFSA(O) HR 34.2 Training Manual** – sets out in more detail how to conduct specific evolutions when operating RAFSA(O) HR 34.2 yachts at sea.
 - **RAFSA(O) Food Hygiene Policy** – food hygiene 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 Children – Policy and Procedures** – policy and procedures for safeguarding children involved in RAFSA activities.
4. **Yacht Hand-back.** (Several activities can be run concurrently).
- Follow Yacht Cleaning Guide – **Boat Folder Section 2 & CRC**.
 - Complete inventory check and restow any equipment as per the **Inventory and Stowage Plan (see CRC)**.
 - Complete Ships Log and Defects and Arisings Log – **Boat Folder Section 3** – **email image as directed on form**.
 - Complete Handover Certificate – **Boat Folder Section 4** – **email image as directed on form**.
 - **Follow hand-back routine carefully**; you may be the last person on the vessel for many weeks – **CRC & Boat Folder Section 2**.
 - We hope you enjoyed your sailing experience with RAFSA(O); have a safe journey home.
5. **RYA Courses.**

RAFSA(O) Training Course Feedback Form:



RAFSA(O) Trg Feedback

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ANNEX A TO SOP 2 - HR 34.2 TAKEOVER GUIDE

1. **General.** Skippers will be signing for the yacht's equipment and stores which **must** be checked against the Inventory and Stowage Plan at Annex 2 ([laminated Reference Cards are provided on the chart table](#)) on taking over the yacht. **Skippers may be liable for damage and missing inventory not declared on takeover.** This check **should** be recorded in the Ship's Log and any deficiencies or surpluses **must** be noted in the Technical Log and on the Takeover Certificate. The Mate **must** be equally familiar with the yacht's equipment and stowage, in the event the skipper is incapacitated. On completion of the takeover, skippers **are to photograph the completed Takeover Certificate, and any pages in the Defects Log with open entries, and email to:** rafaoyachtmgmt@gmail.com

2. **Minimum Briefing Requirement.** Skippers **are to** brief all crew as they embark, on the use/operation of the heads, their bunk allocation and fire/gas safety, including the requirement for the hatches to remain unlocked at all times when the vessel is occupied.

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, stowage, condition and operation of all inventory items.

4. **Additional Checks.** Skipper's **should** carry out the following additional checks ([see Reference Cards in chart table](#)), noting any damage, snags or deficiencies in the Technical Log. Routine maintenance **should** be completed during the charter ([see Boat Folder](#)).

a. **On Deck.**

- **Connect shore power.**
- Check the condition of the hull for damage.
- 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 halyards and lines.
- Check the manual and electric bilge pump for operation.
- Check gas bottle locker drains unblocked.
- Check condition confirm type and operation of fire extinguishers.
- Check the navigation equipment; check depth reading against a lead line.
- Check operation of navigation lights and understand their switch controls.
- Check battery voltage on right hand cockpit navigation display.
- Turn on immersion heater (switch outboard in Sbd cockpit locker).

b. **Below Deck.**

- WOBBLE (water, oil, belt, bilges, levels, lights and electrics (voltage)).
- Check the engine and mechanical components.
- Clean engine cooling seawater inlet strainer.
- Check the location of all skin fittings/seacocks.
- **Disconnect shore power before starting the engine.**

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

HR 34.2 INVENTORY & STOWAGE PLAN - TOPSIDE

FITTINGS ON DECK	Qty	Ck
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	
Windshield c/w Spray hood	1	
Instruments 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 lifebouy, light & drogue	1	
Dan buoy	1	
Throwing Line	1	
Stern light	1	
Jackstays	2	

PORT TRANSOME LOCKER	Qty	Ck
Gas bottles c/w safety caps	2	
Bilge pump handle	1	
Motoring cone	1	
Anchor ball	1	

ANCHOR LOCKER	Qty	Ck
Anchor Delta	1	
Anchor chain & warp	1	
Tripping buoy w attachment	1	

COCKPIT LOCKER STBD	Qty	Ck
Fire extinguisher	1	
Spare water - 20 ltrs	1	
Spare diesel - 20 ltrs	1	
Spare engine oil	1	
Filler funnel	1	
Storm jib, sheets & bag	1	
No 1 Jib, hyfield lever, jib extension & bag	1	
Shore power cable c/w plug & socket (one metered)	2	
Hose pipe on reel	1	
Deck scrubber/brush	1	
Mop	1	
Buckets	2	
Kedge anchor c/w chain & warp	1	
Manual bilge pump	1	
Preventer (blue)	1	
Warps	6	
Lasso	1	
Handy-Billy/Recovery Line	1	

STBD TRANSOM LOCCKER	Qty	Ck
Petrol, Oil and Antifreeze		

STBD PUSHPIIT	Qty	Ck
Outboard motor with lock		

HR 34.2 INVENTORY & STOWAGE PLAN - BELOW DECK - 1

FOREPEAK LOCKER PORT	Qty	Ck
Life Jacket Rearming kit	2	
Tool Kit	1	
Sail Repair Kit	1	
Tender Repair Kit	1	
Assortment of light bulbs		
Electrical spares		
Mechanical spares		

FOREPEAK (cabin)	Qty	Ck
Fire extinguisher	1	
Emergency torch	1	
Cushion set	1	
Reading lights	2	

SALOON SHELF PORT <i>Not to be stowed elsewhere</i>	Qty	Ck
First Aid Kit	1	
C Class Medical Kit	1	
First Aid Book	1	

MAIN SALOON	Qty	Ck
Lee Cloths - Sets	2	
Cushion sets	2	
Reading lights	6	
Battery Master Switches	2	
Fire Extinguisher	1	
Non-slip Table Mats	12	

FOREPEAK LOCKER STARBOARD	Qty	Ck
Life Jackets	6	
Safety Strops	6	

FOREPEAK (under bunk)	Qty	Ck
Spinnaker & Bag	1	
Spinnaker Sheets	2	
Spinnaker Guys	2	
Spare safety strops	2	
Spare Life Jackets	2	
Tender, floor, seat, seat cushion,	1ea	
Valise & Canvas under-seat stowage	1ea	
Foot Pump & Hose	1ea	
Oars	2	

SALOON SHELF STARBOARD	Qty	Ck
Yacht Information Folder (Yacht equipment manuals/guides)	1	
Yacht Documents Folder	1	
RAFSA(O) Orders	1	
RAFSA(O) Safety Management Plan	1	
HR 34.2 SOPs	1	
HR 34.2 Training Manual	1	
Yacht Technical Log		
Reeds Almanac	1	
Tidal Stream Atlases	-	
Laminated Tidal Curves	-	
Safety Notes, First Aid Notes, NP5011 (symbols & abbreviations)	1	
Stability Booklet	1	
Channel Pilot	1	
Rescue & Survival Information	-	
Spare Navigation Logs	-	

HR 34.2 INVENTORY & STOWAGE PLAN - BELOW DECK - 2

GALLEY	Qty	Ck
Gimbaled Gas Cooker	1	
Pan Holders	4	
Oven Grid	1	
Oven Trays	3	
Restraining Strap	1	
Kettle	1	
Tea Pot	1	
Sink plugs	2	

GALLEY CUPBOARD TOP	Qty	Ck
Plates - Large	8	
Plates Small	8	
Bowls	8	
Beakers	8	
Mugs	8	
Sieve	1	
Measuring Jug	1	
Mixing Bowl	1	
Chopping Board	1	
Colander	1	

GALLEY CUPBOARD LOWER	Qty	Ck
Pans w Lids	3	
Frying Pan	1	
Cooking Pot	1	

GALLEY DRAWERS	Qty	Ck
Knives		
Forks		
Spoons		
Teaspoons		
Kitchen knives		
Potatoes peeler		
Corkscrew		
Can opener		
Knife sharpener		
Fish Slice		
Ladle		
Serving spoon		
Potatoes masher		
Veg spoon		
Gas lighter/Matches		
Cling film		
Aluminium foil		
Tea towels		
Kettle (lower Drawer)	1	

GALLEY UNDER SINK CUPBOARD	Qty	Ck
Dust pan & Brush	1	
Cleaning material		
Plastic disposable bags		
Electric toaster	1	

HR 34.2 INVENTORY & STOWAGE PLAN - BELOW DECK - 3

NAVIGATION AREA	Qty	Ck
Handheld VHF Radio, charger & aerial	1	
Binoculars w case (stbd shelf)	1	
Assortment of National Flags		
Pencil Rack	1	
VHF Radio w cover	1	
Barometer	1	
Chart Plotter, cartridge & cover	1	
Retaining Strap	1	

NAV SEAT LOCKER	Qty	Ck
Flares Container	1	
Red Flares	6	
Para Red	4	
Orange Smoke	2	
White Flares	4	
12v Search Lamp	1	
Wooden Bungs (set)	1	
Grab bag with TPA	1	
Spray Hood cover	1	
Handy Billy (yellow)	1	
Emergency Yacht ID	1	

CHART TABLE	Qty	Ck
Inn use Navigation Log	1	
Chart Folios	-	
Breton Plotters	2	
Pens, 2B pencils, rubbers, sharpeners	-	
Ship's Keys (incl OBM Lock)	1 Set	
Kill-Cord with key for OBM Lock	1	

UNDER CHART TABLE LOCKER	Qty	Ck
Lead Line	1	
Boson's chair	1	
Bolt/Wire Croppers	1	

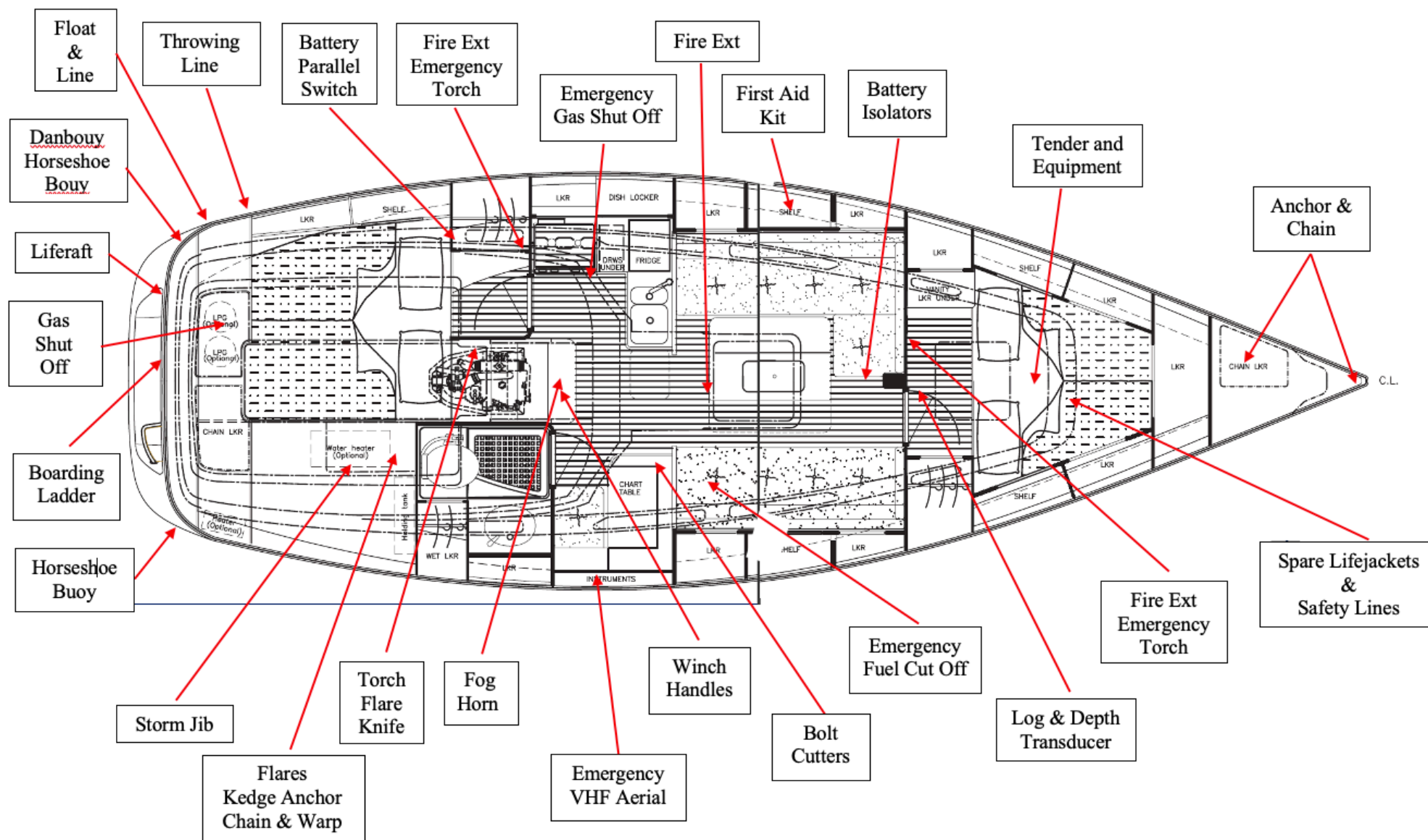
HEADS CUPBOARD	Qty	Ck
Toilet brush & holder	1	
Cleaning materials		
Toilet Paper		
Hanging rail	1	
Emergency torch	1	

AFT CABIN LOCKER	Qty	Ck
Fire extinguisher	1	
Foul Weather suits - Small	1	
Foul Weather suits - Medium	2	
Foul Weather suits - Large	2	
Foul Weather suits - Extra Large	1	
Safety Lines	6	
Battery link switch key	1	
Cushion set	1	
Reading lights	2	
Emergency torch	1	

COMPANION WAY LOCKER	Qty	Ck
Winch handles - Large	2	
Winch handles - Small	2	
Fog Horns w air canisters	2	
Bungees (not to be hung from companionway hand rails)		
Sail ties (not to be hung from companionway hand rails)	8	
Torches	2	
Engine compartment key	1	

COMPANION WAY SIDE PANELS	Qty	Ck
Flare - White	1	
Torch	1	
Hand bearing compass	1	
Knife & Marlin spike set	1	

ANNEX C To SOP 2 HR 34.2 Equipment Location



ANNEX C TO SOP 3 - CREW JOB SPECIFICATIONS – GUIDANCE ONLY

Task	Job Details
Watch leader	<ul style="list-style-type: none"> • Running of watch as per skipper's instructions • Maintain hourly navigation and log update • To inform skipper/mate of any change in weather, boat, crew or shipping • To brief oncoming watch leader of sail/navigation plan, instructions and shipping
Electrician	<ul style="list-style-type: none"> • Maintenance of all onboard electrics • Weekly battery checks • Connection of mains supply in port • Power conservation • To assist engineer as required
Engineer	<ul style="list-style-type: none"> • Maintenance of engine & ancillary equipment • Daily engine checks as per sop • Daily fuel state to be entered in ships log • Daily update of engine log from ships log • To assist electrician as required
Bosun	<ul style="list-style-type: none"> • Daily inspection, security & maintenance of all deck hardware • Winch handles on deck for sea – stowed in port • Mast & deck check prior to leaving port • Maintenance of all cordage • Inspection & maintenance of all safety equipment • To assist shipwright as required
Sailmaker	<ul style="list-style-type: none"> • Correct stowage of sails and equipment in lockers/fore-peak • Security of sails on deck in port • Maintenance of sails as instructed • Courteously and customs flags
Purser	<ul style="list-style-type: none"> • Procurement and monitoring of provisions – liaise with skipper / mate • Menu management of mother-watch • Water conservation and monitoring
Assistant purser	<ul style="list-style-type: none"> • Stowage and security of equipment and stores • Disposal of all rubbish on arrival in and before departure from port • Monitoring of gas bottle usage • Ensuring all water tanks are full prior to leaving port • To assist the purser
Shipwright	<ul style="list-style-type: none"> • Maintenance of yacht fixtures and fittings below deck • To assist bosun as required
Medic	<ul style="list-style-type: none"> • Control of medical supplies • First aid as required • To assist sail maker as required

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 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
Knives	-	Yachts knife & personal knives
Safety Lines & Lifejackets	-	Daily checks, fitting & wearing policy
Man Overboard Procedure	-	Heave to, Skipper/Mate take charge MOB recovery: see Training Manual
Engine	-	Procedures for starting and stopping
Friction burns/crush injuries	-	From lines, winches, mainsheet traveller & boom

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 and Exposure	-	Hazards and symptoms.
Seasickness	-	Prevention and recognition.

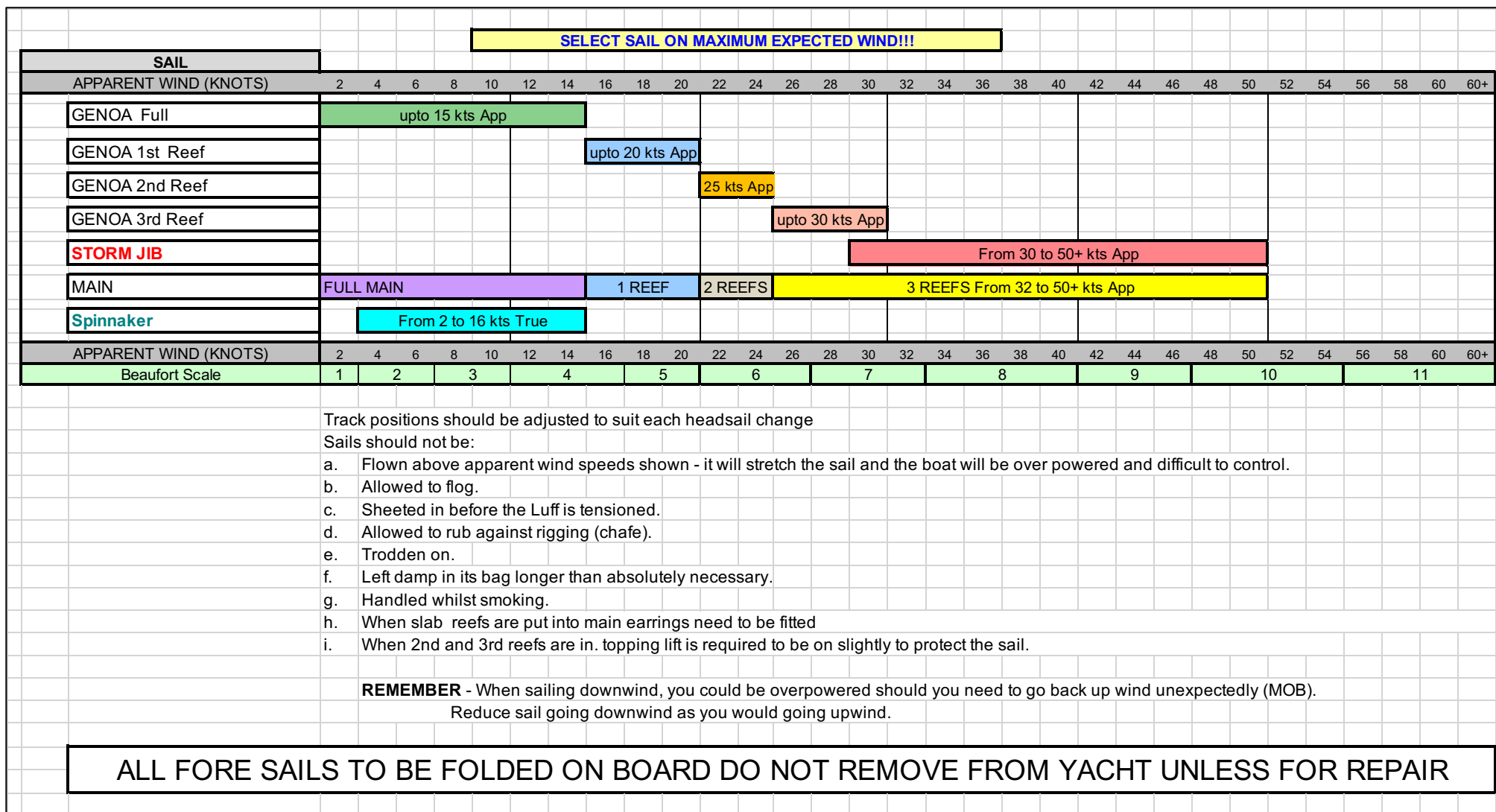
Deck

Head sail & 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.

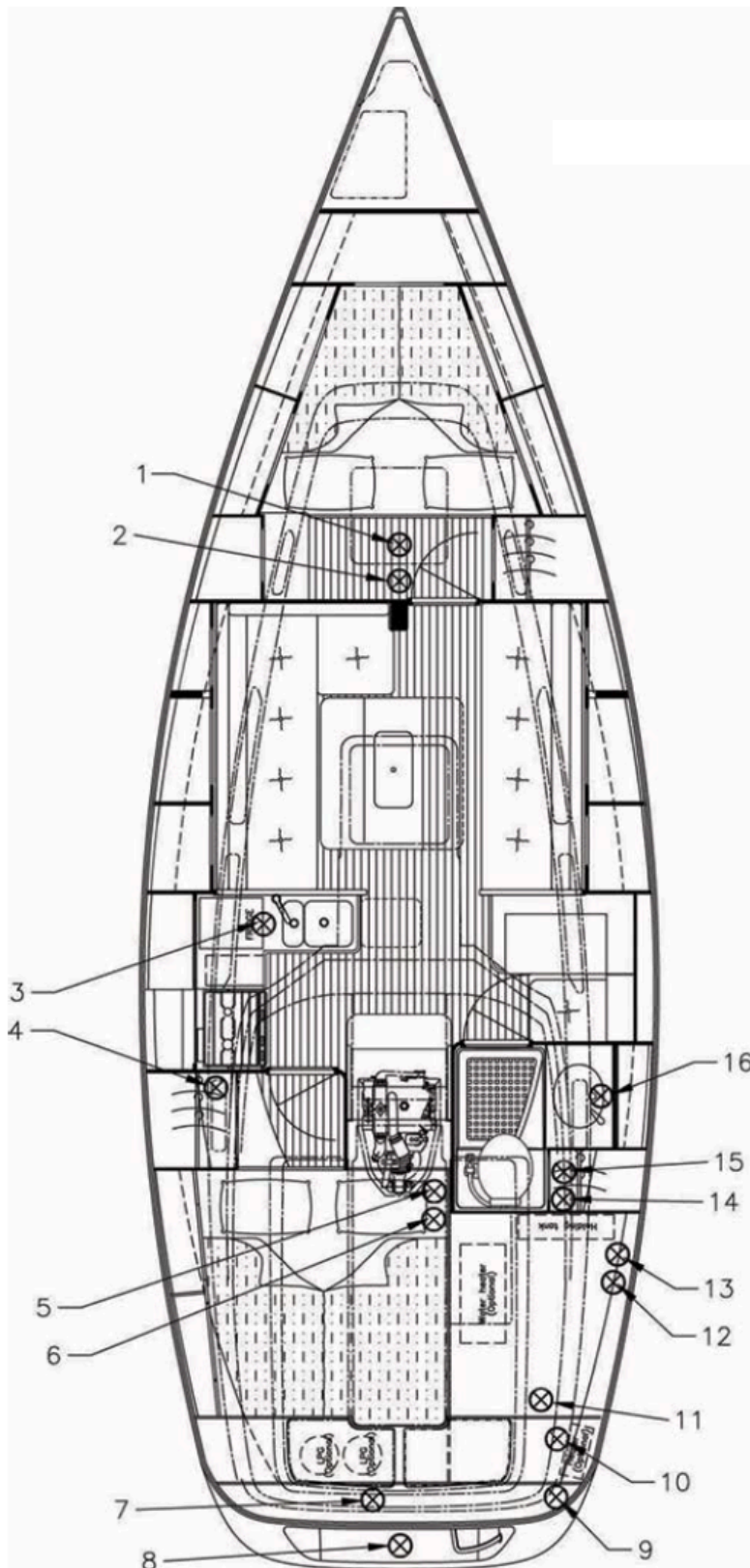
ANNEX B TO SOP 3 - SKIPPERS PRE-DEPARTURE CHECKLIST

1. **Delegate:** Water, Diesel, Victuals, Gas.
2. **Delegate:** Daily Engine Checks (**W**ater, **O**il, **B**elts, **B**ilges, **L**ines, **E**lectrics).
3. **Delegate:** Yacht Prep (see crew job specs - Annex C).
4. **Prepare Passage Plan:** **W**ather, **T**ides & **G**ates, **V**essel, **C**rew, **N**avigation (dangers, pilotage, depths, lights, marks, comms, GPS plan, Sun/Moon), **C**ontingency (refuges), **I**nfashore (SAFETRX), **T**imings (ETD, ETAs).
5. **Electrics:** Voltage check (min 11.5V – page on Furuno cockpit instrument), Bilge Pump (auto). Switch 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. **Brief Crew:**
 - a. **Route overview** – NOT too much detail (no bearings/headings!).
 - 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. **Dress** – Wet weather clothing, life jackets, sea boots, sun block, head torches, knife.
 - g. **Specific Roles** – Watch Leader, Radio Man, Mother.
 - h. **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 warm; 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:**

IHR 34.2 INDICATIVE SAIL PLAN

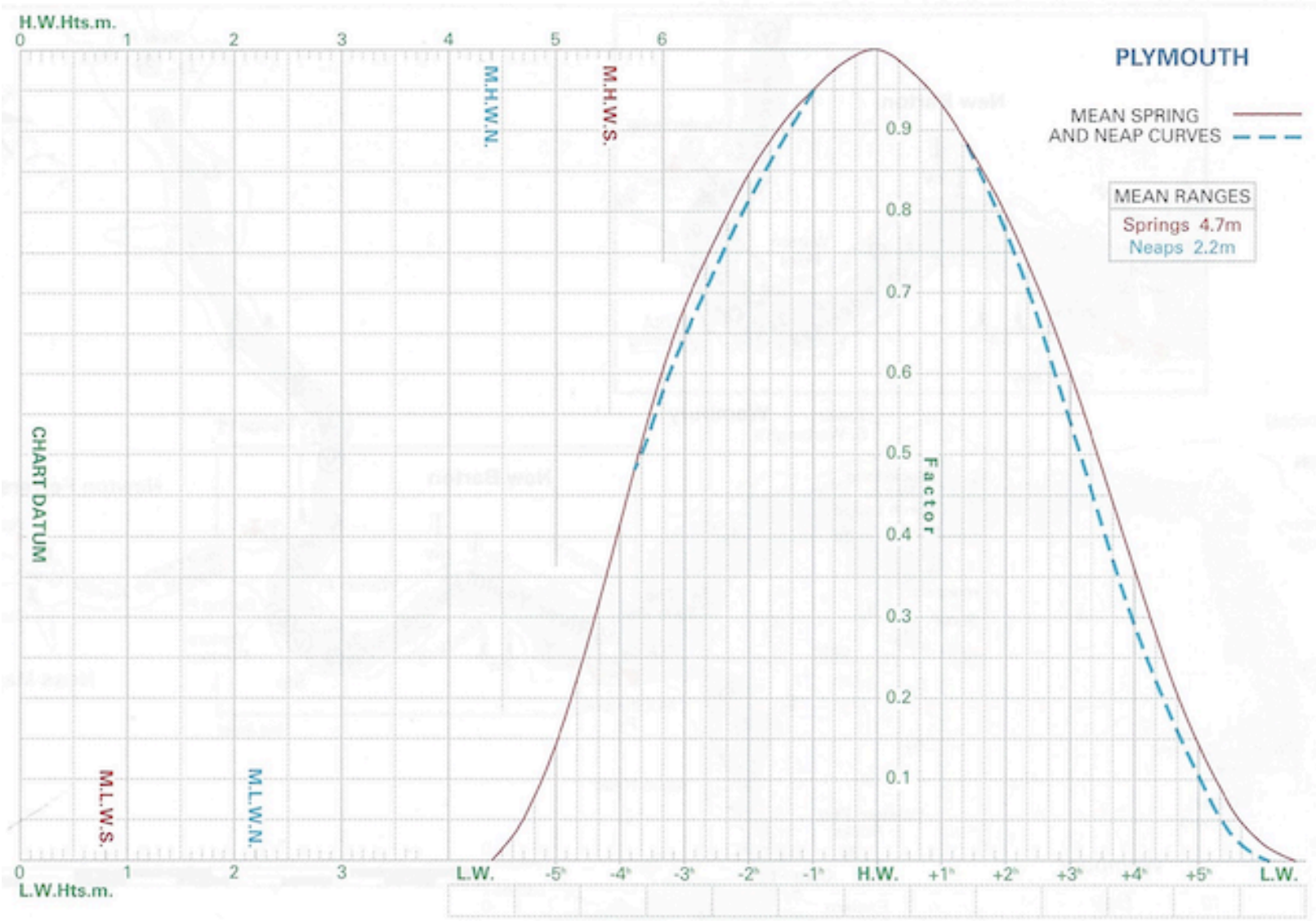


HR 34.2 THROUGH HULL FITTINGS - LOCATION

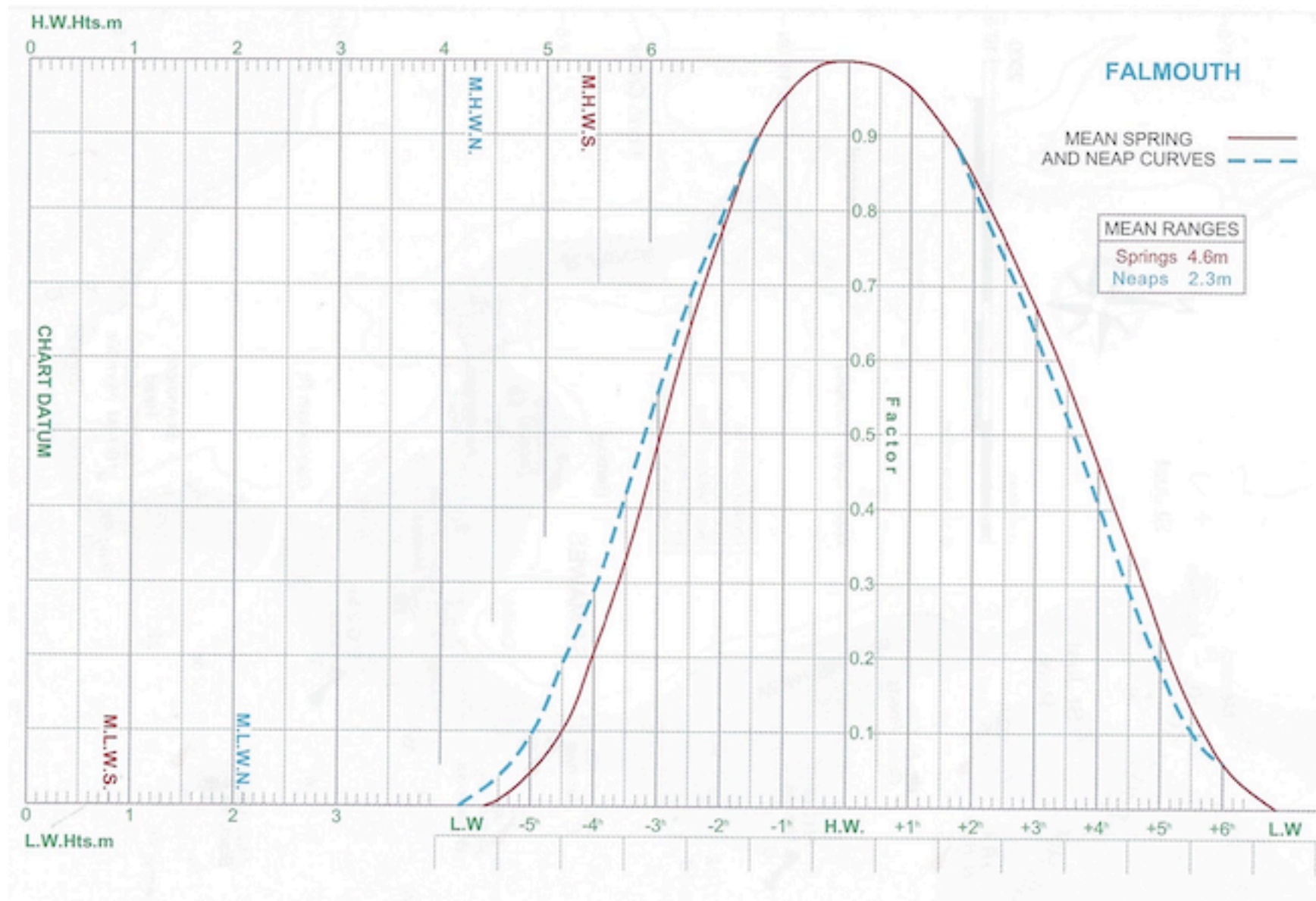


- 1= Depth Transducer
- 2= Speed Transducer
- 3= Galley Sink Out
- 4= Deck Drain
- 5= Vacuum valve Out
- 6= Toilet Flush water In
- 7= Cockpit Drain and Deck Drain
- 8= Gas Locker Drain
- 9= Emergency Bilge Pump
- 10= Manual Bilge Pump
- 11= Cockpit Drain and Aft Chain Locker Drain
- 12= Shower Drain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

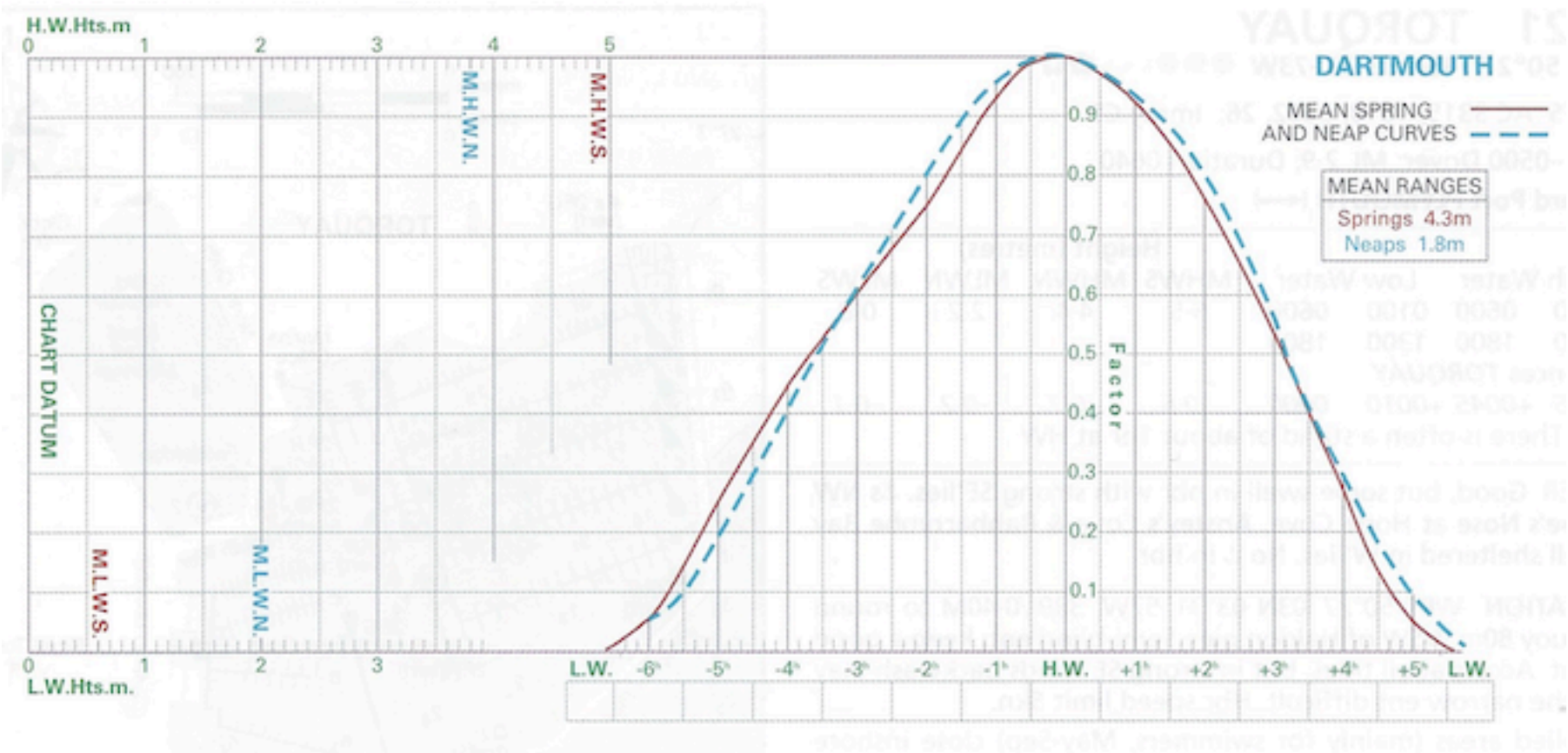
PLYMOUTH TIDAL CURVE



FALMOUTH TIDAL CURVE



DARTMOUTH TIDAL CURVE



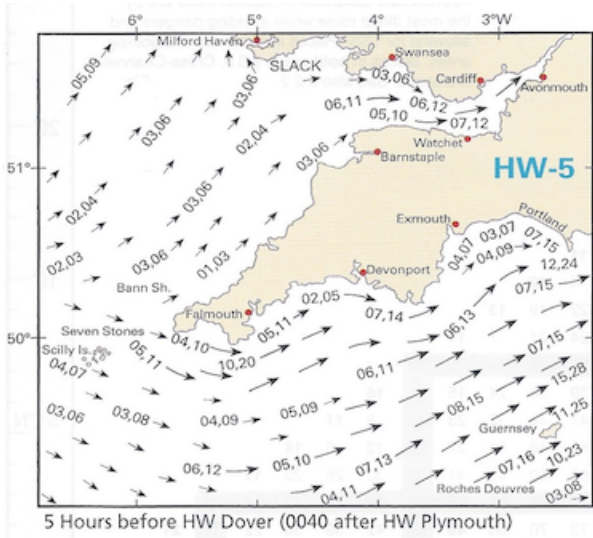
SW ENGLISH CHANNEL TIDAL STREAMS

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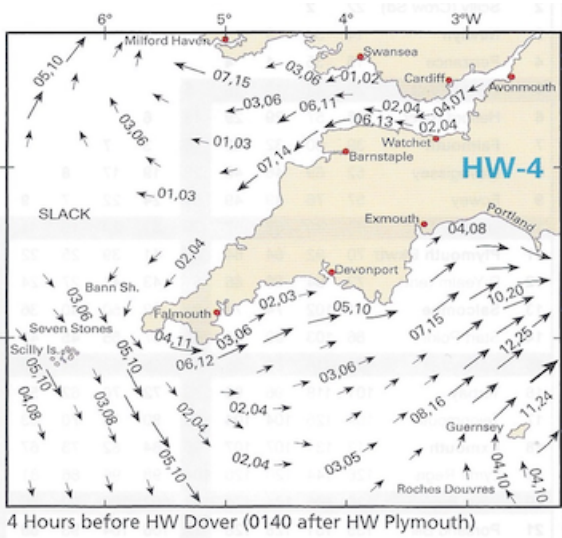
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Time zone:

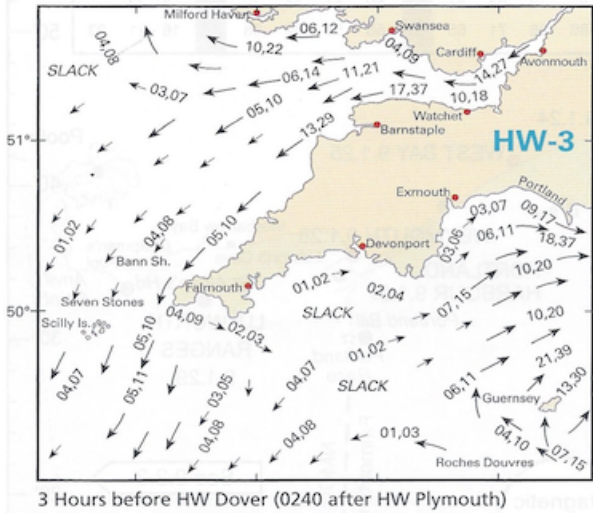
Time



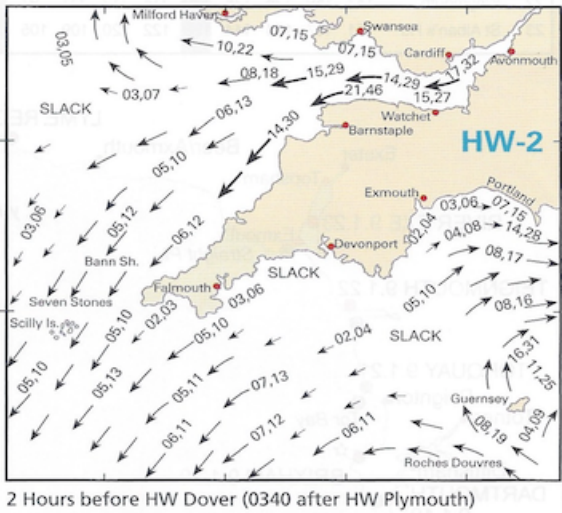
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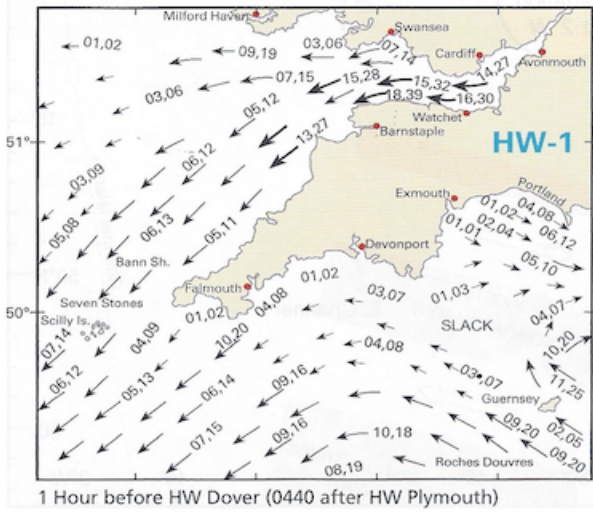
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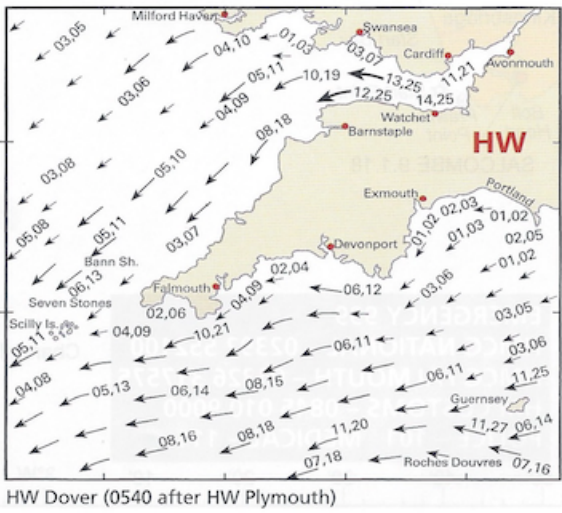
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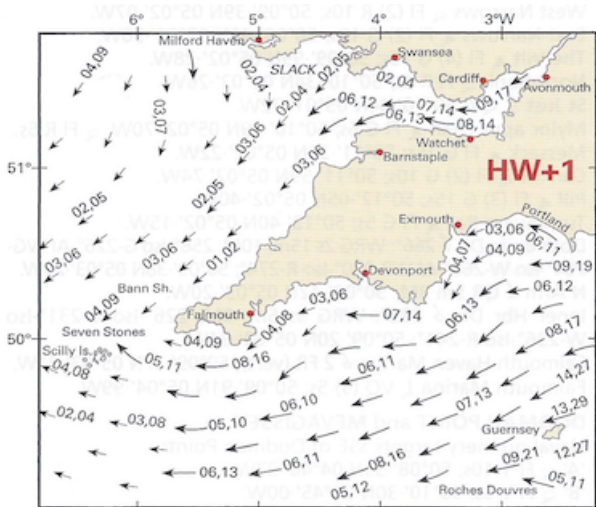
SW ENGLISH CHANNEL TIDAL STREAMS

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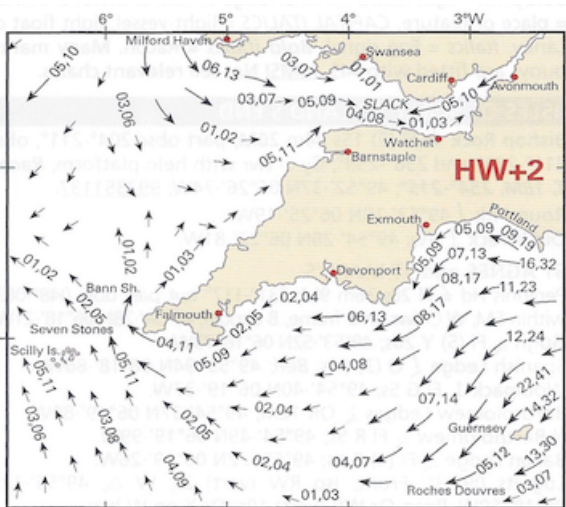
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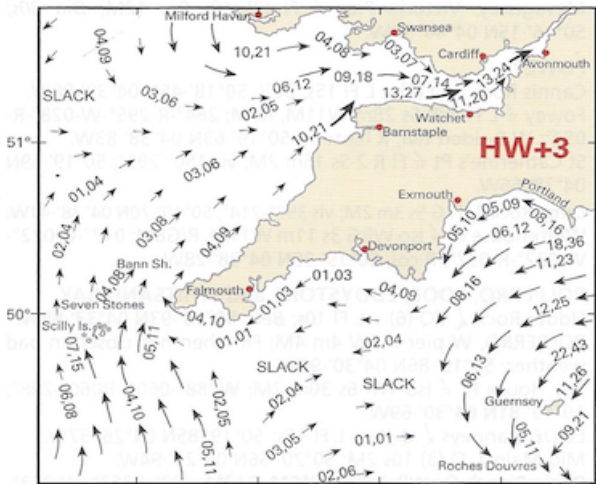


1 Hour after HW Dover (0545 before HW Plymouth)

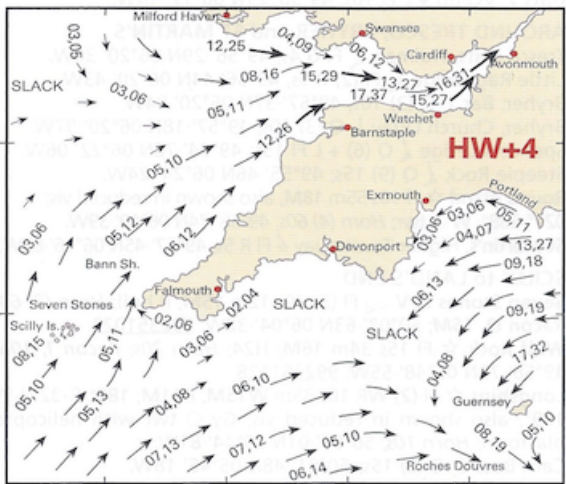


2 Hours after HW Dover (0445 before HW Plymouth)

Time

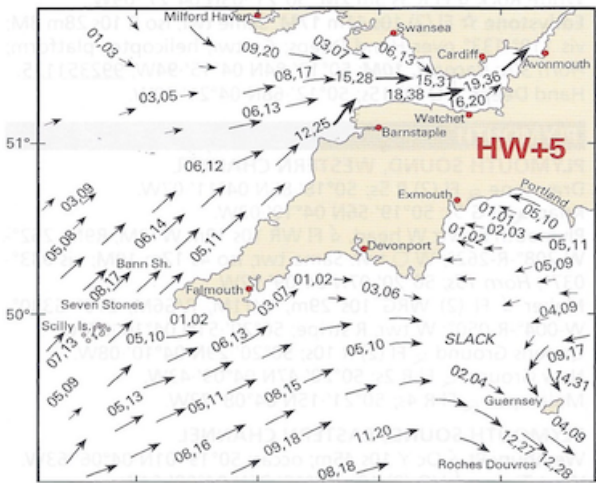


3 Hours after HW Dover (0345 before HW Plymouth)

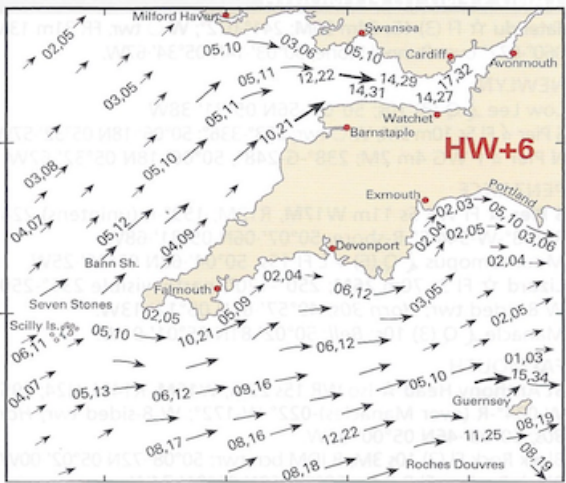


4 Hours after HW Dover (0245 before HW Plymouth)

Time



5 Hours after HW Dover (0145 before HW Plymouth)



6 Hours after HW Dover (0045 before HW Plymouth)

Day

Time

HW

Ht

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LW

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

1. As skipper, the standard of the clean-up is your responsibility. It is recommended that the skipper focuses on completing the logs and on checking and cleaning the chart table 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**. With mild bleach solution or disinfectant spray:
 - Wipe down inside all lockers.
 - Wipe down all surfaces.
 - Wipe down headlinings to prevent mold propagation.
 - Lift all cushions and wipe down underneath.
- Complete **engine checks**, top up levels, clean **strainers/filters**.
IMPORTANT *The correct **gearbox oil level** is measured when the screw cap/dipstick is screwed fully in.*
- 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 **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 guide is to be used to ensure skipper's hand-back to yacht in good order. Routine maintenance (see [Boat Folder](#)) **should** be completed prior to hand back. On completion of the hand back, skippers **are to photograph the completed Hand Back Certificate, and any pages in the Defects Log with open entries, and email to: rafsaoyachtmgmt@gmail.com**

BELOW DECK

- Complete Ship's **Log**.
- Complete the yacht's **Technical Log** and **Handover Certificate**.
- Copy **Defects Log** to appropriate addressee (photo & email/text).
- Close all **hatches** tight and lock deck hatch handles.
- Hang **foul weather gear** and **life jackets** on hangers from the handrails in the saloon.
- Ensure under-bunk **forepeak stowage** left tidy and in good order.
- Ensure **tools and spares** cupboards left tidy and in good order. Report any spares used in Technical Log.
- Prop up **forepeak cushions**, leave cabin door latched open.
- Switch off both **batteries** (under forward saloon seat, inboard).
- Leave **aft cabin door** latched open.
- Ensure all **gash** (waste) removed from yacht.
- Ensure all **instrument covers** fitted.
- Plug in **handheld VHF** to charge (lighter socket SBD side of chart table).
- **Switch panel**: select all instruments and services off. Leave fridge, and emergency bilge selected on.

ON DECK

- Ensure **sails** furled/stowed tidily and secure.
- Ensure **warps set**: Bow and Stern lines, Springs and Shore Lines (if required).
- Hank all **warps** and secure to rail (Elephants head).
- Ensure main **sail** and **gooseneck cover** securely fitted.
- Ensure **gas** is turned off.
- Ensure no **empty gas** bottles left on board – they **must** be changed.
- Leave **shore power** connected.
- Turn off **immersion heater** (switch located outboard in Sbd cockpit locker)
- Ensure contents of all **cockpit lockers** are left tidy and in good order.
- Padlock **cockpit lockers** (locks under chart table).
- Ease Genoa/Jib **halyard tension**.
- Ease **back stay** tension.
- **Leave this laminated card on chart table.**
- **Lock yacht** and **return keys** to the Marina Office.

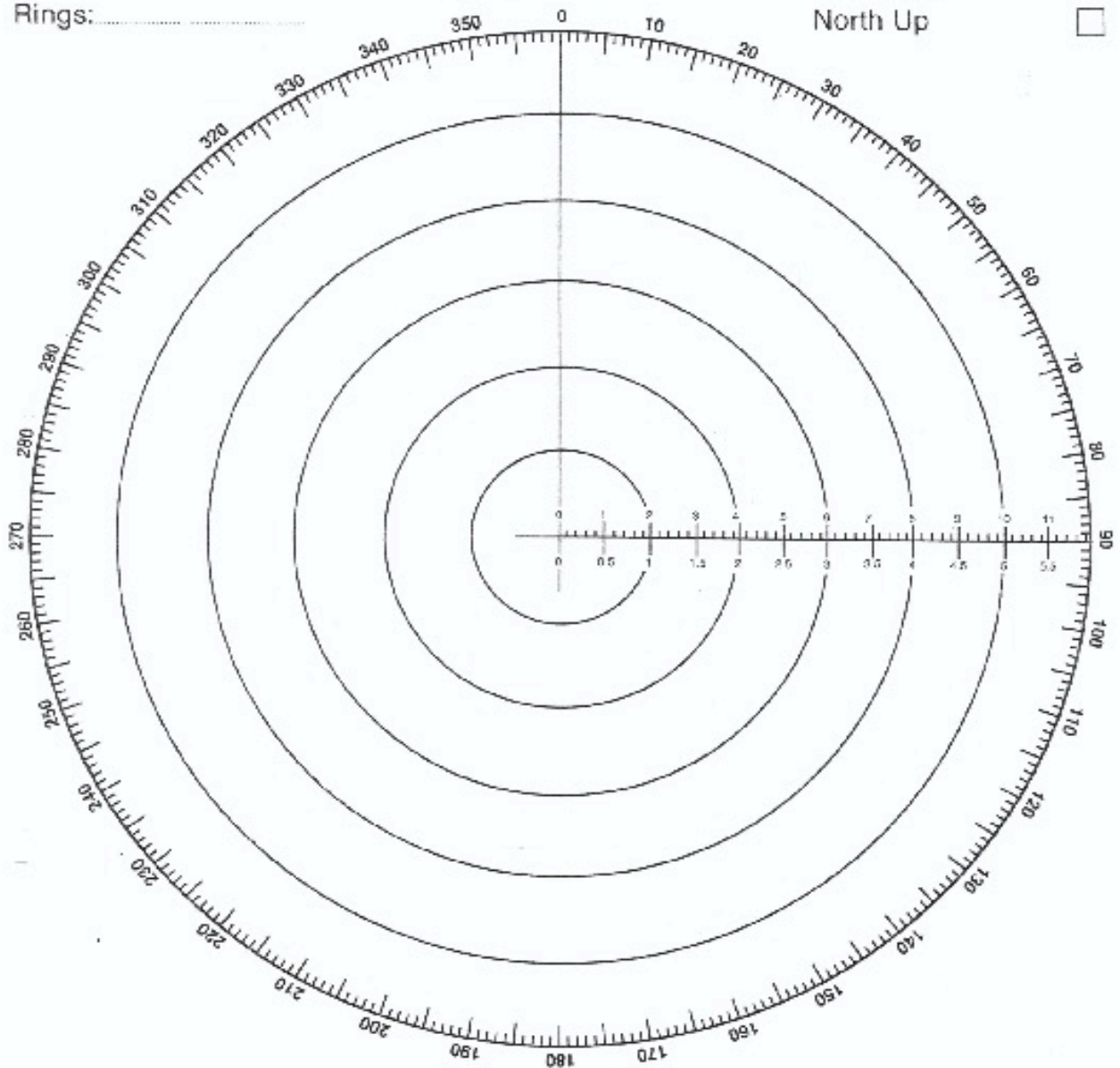
RADAR PLOTTING SHEET

Date:
 Range:
 Rings:

Ships Course:
 Ships Speed:

Head Up
 Course Up
 North Up

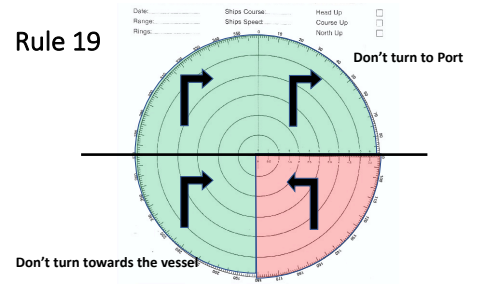
☐
☐
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Min 3 fixes required

Time	Radar Brg

Rule 19

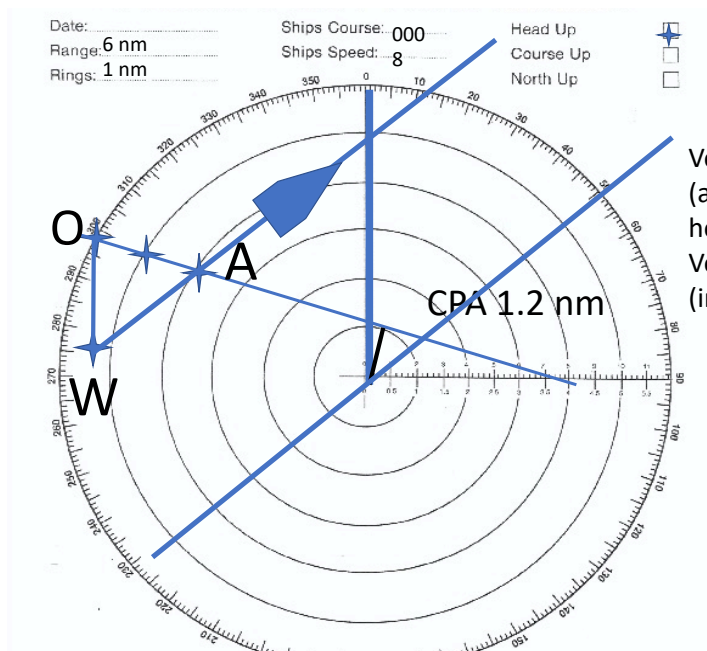


RADAR PLOTTING METHOD

O – W – A

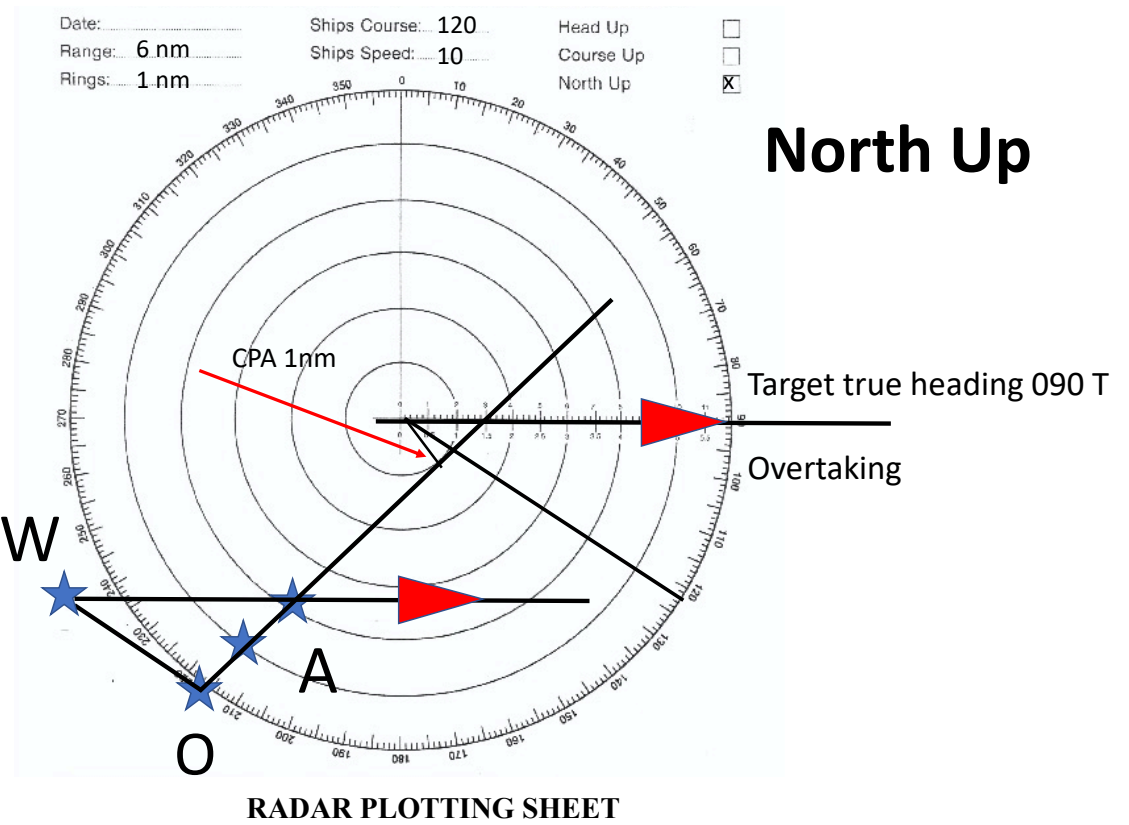
- O = 'Original' Plot of the contact
 - W = Signifies 'Way'
 - A = Signifies 'Another'
- O – W is 'Own Way'
- W – A is 'Way of Another'

1200 – 300
1206 – 302
1212 – 304



Head Up

Vessels true course 050
(add you hdg to other ship heading – its relative!)
Vessels true Speed 2.5mile
(in 12 mins) – 12.5 knts

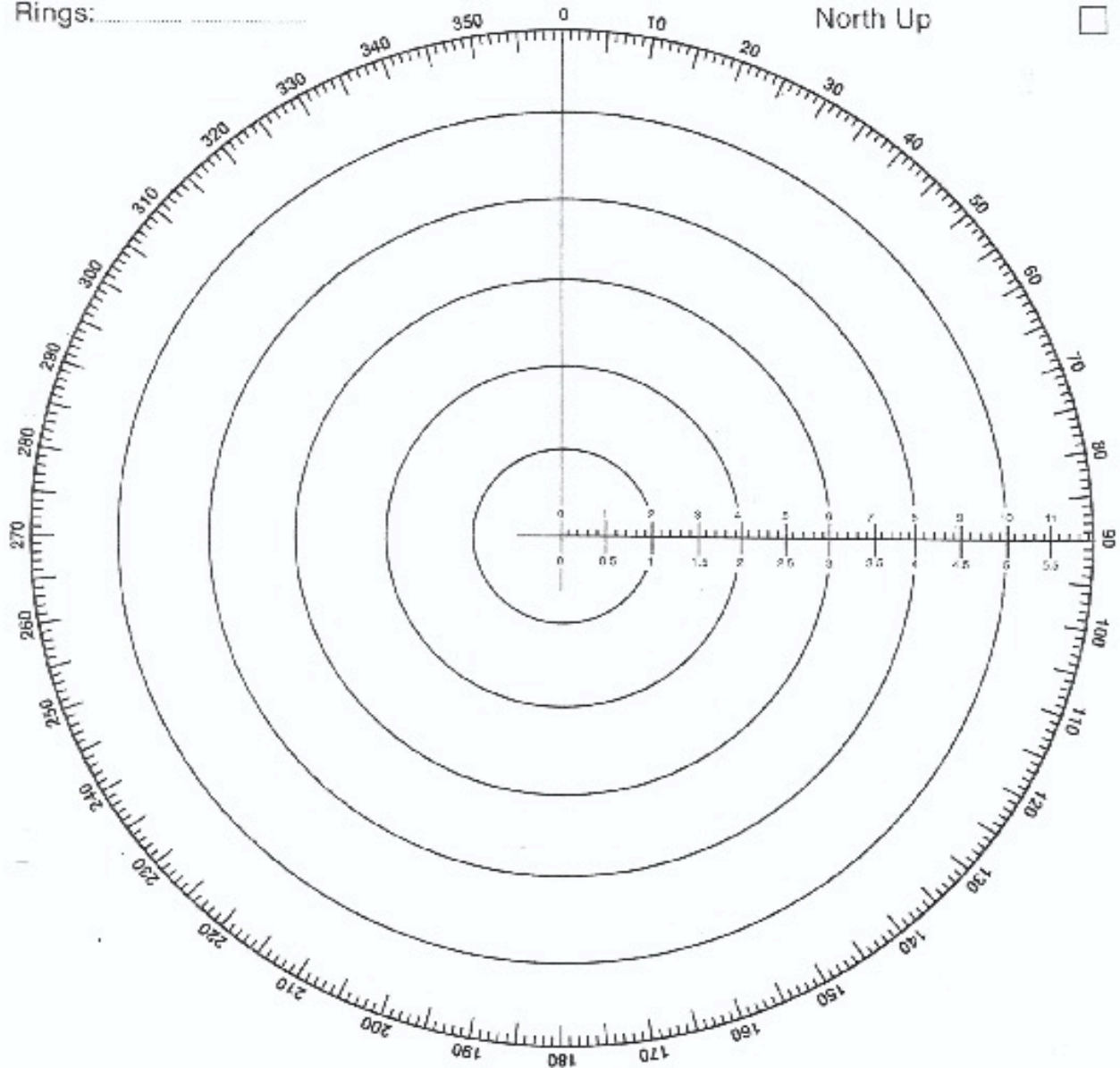


Date:.....
 Range:.....
 Rings:.....

Ships Course:.....
 Ships Speed:.....

Head Up
 Course Up
 North Up

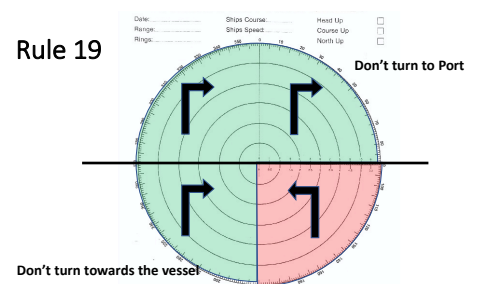
☐
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Min 3 fixes required

Time	Radar Brg

Rule 19

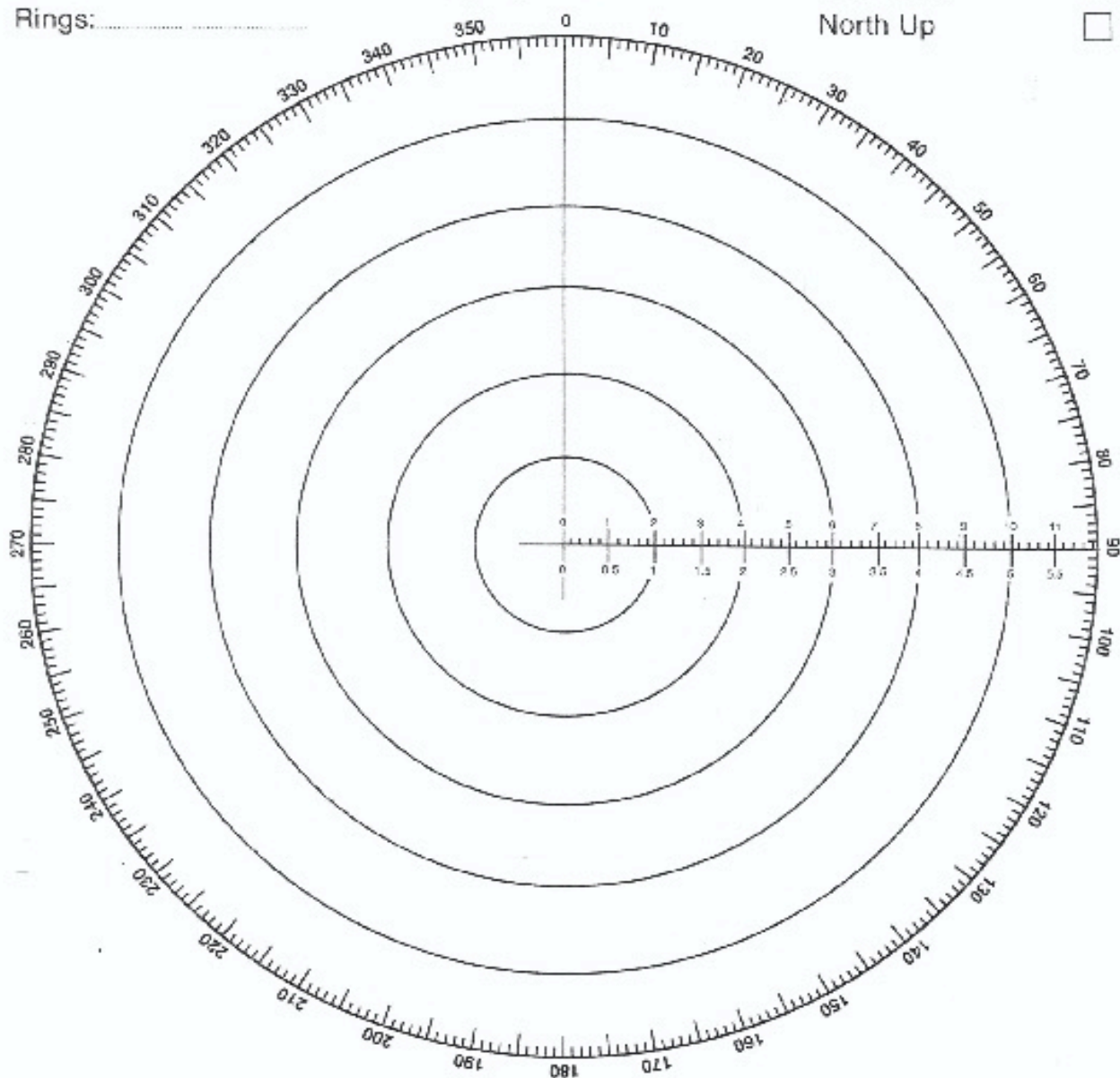


RADAR PLOTTING SHEET

Date:.....
 Range:.....
 Rings:.....

Ships Course:.....
 Ships Speed:.....

Head Up ☐
 Course Up ☐
 North Up ☐



Min 3 fixes required

Time	Radar Brg

Rule 19

