



SIR ARTHUR Hallberg-Rassy 34.2

CREW REFERENCE CARDS (CRC) SOLENT

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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 Children – 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 TO routine, skippers are to photograph the completed TO Certificate and any pages in the Defects Log with open entries, and email to: rafsaoyachtmgmt@gmail.com**

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 (Water, Oil, Belt, Bilges, Lines & Linkages, Electrics (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

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	
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	
QUARTER LOCKER - PORT	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 – 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	
PUSH PIT RAIL		
Outboard motor c/w with lock	1	
QUARTER LOCKER - STBD	Qty	Ck
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

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
<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	
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
Gimbale 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	

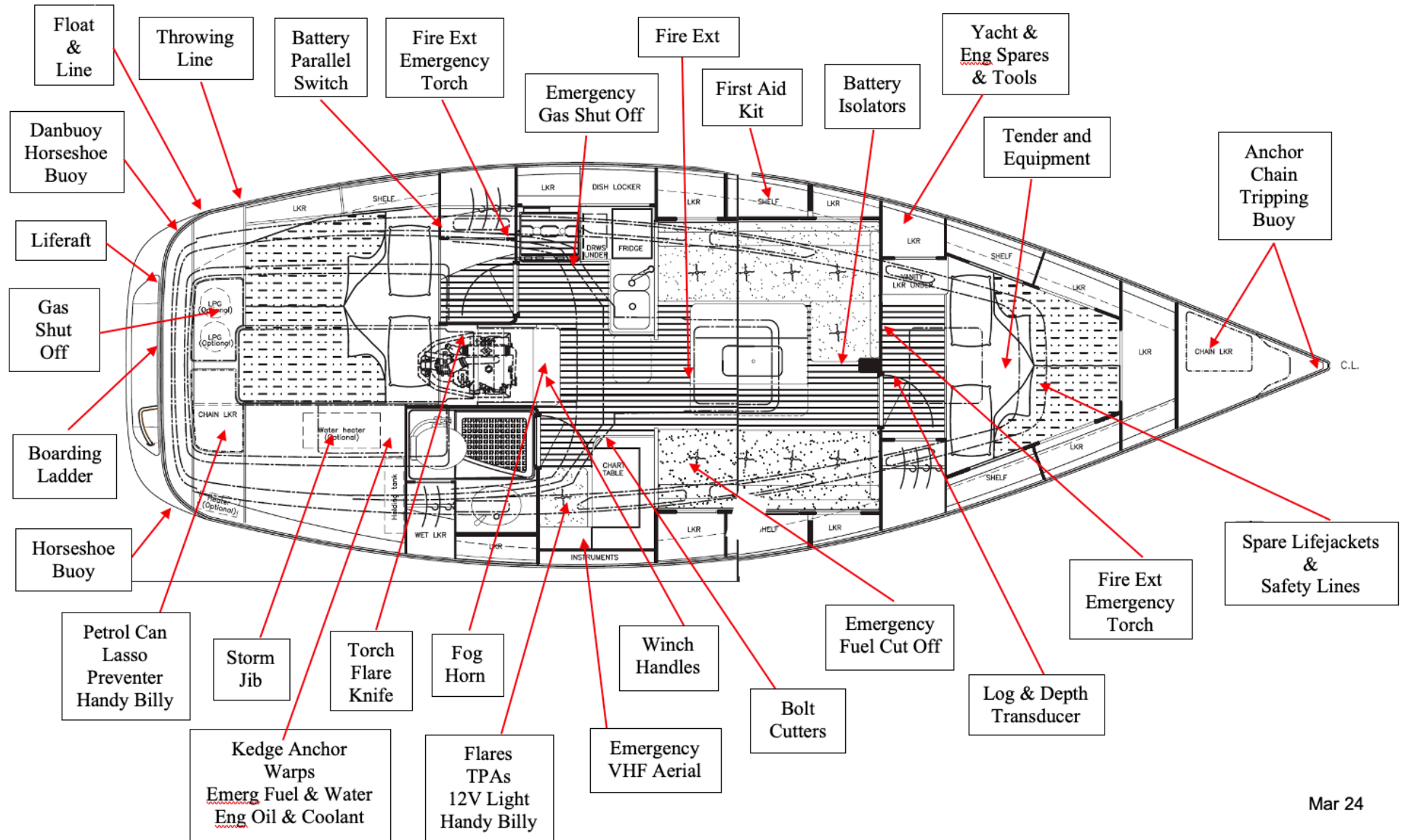
GALLEY DRAWERS	Qty	Ck
Knives	6	
Forks	6	
Spoons	6	
Teaspoons	6	
Kitchen knives	2	
Potatoes peeler	1	
Corkscrew	1	
Can opener	1	
Knife sharpener	1	
Fish Slice	1	
Ladle	1	
Serving spoon (large)	1	
Potatoes masher	1	
Slotted spoon (large)	1	
Gas lighter/Matches	1	
Cling film	1	
Aluminium foil	1	
GALLEY 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 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

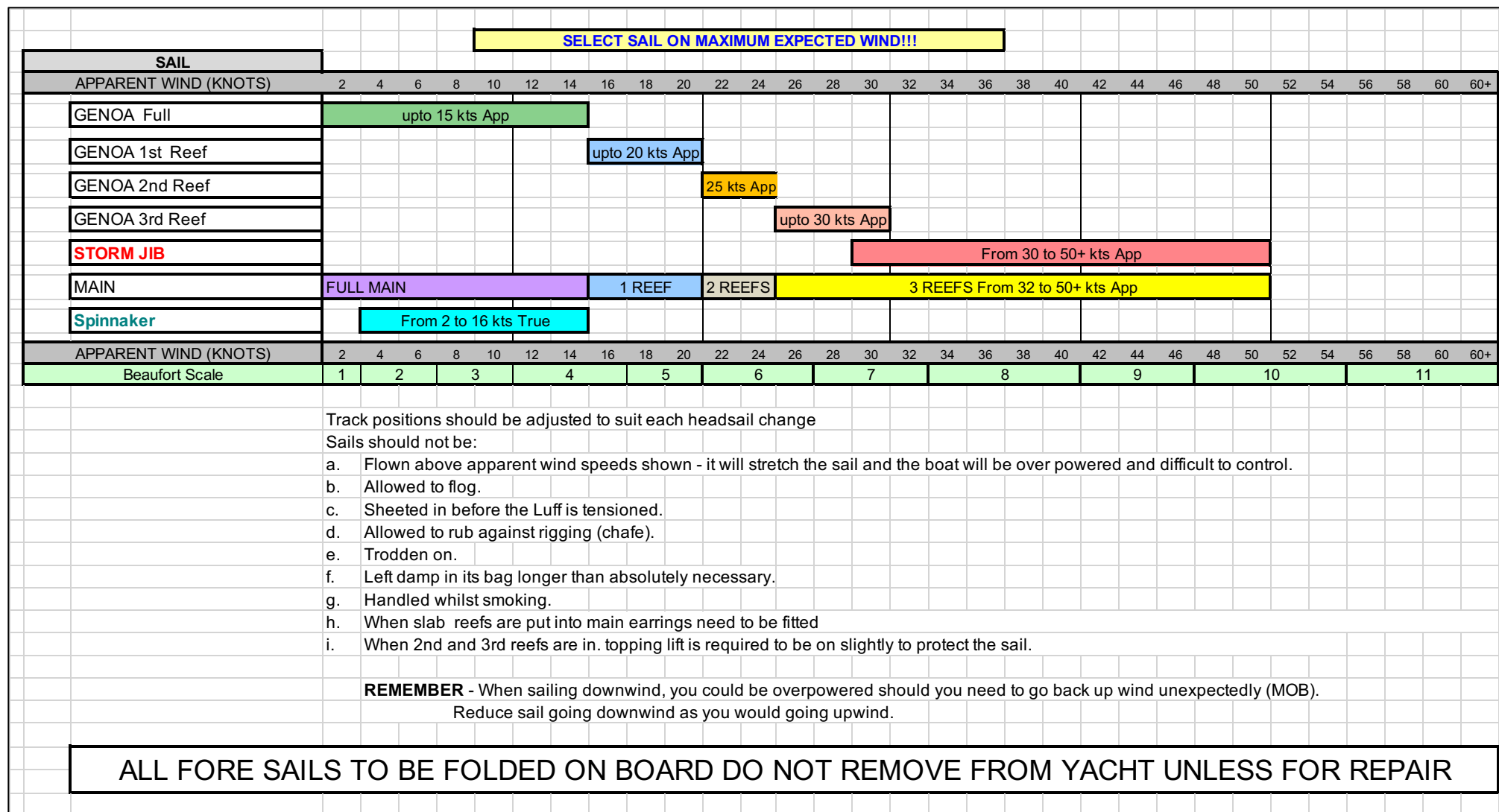
ANNEX B TO SOP 3 – SKIPPER'S PRE-DEPARTURE CHECKLIST & CREW BRIEFING

1. **Delegate:** Water, Diesel, Victuals, Gas.
2. **Delegate:** Daily Engine Checks (**W**ater, **O**il, **B**elts, **B**ilges, **L**ines and **L**inkages, **E**lectrics).
3. **Delegate:** Yacht Prep.
4. **Prepare Passage Plan:** Appraise, **P**lan, **E**xecute & **M**onitor. Consider: **W**eather, **T**ides & **G**ates, **V**essel, **C**rew, **N**avigation (dangers, pilotage, depths, lights, marks, comms, GPS plan, Sun/Moon), **C**ontingency (refuges), Info ashore (SAFETRX), **T**imings (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.

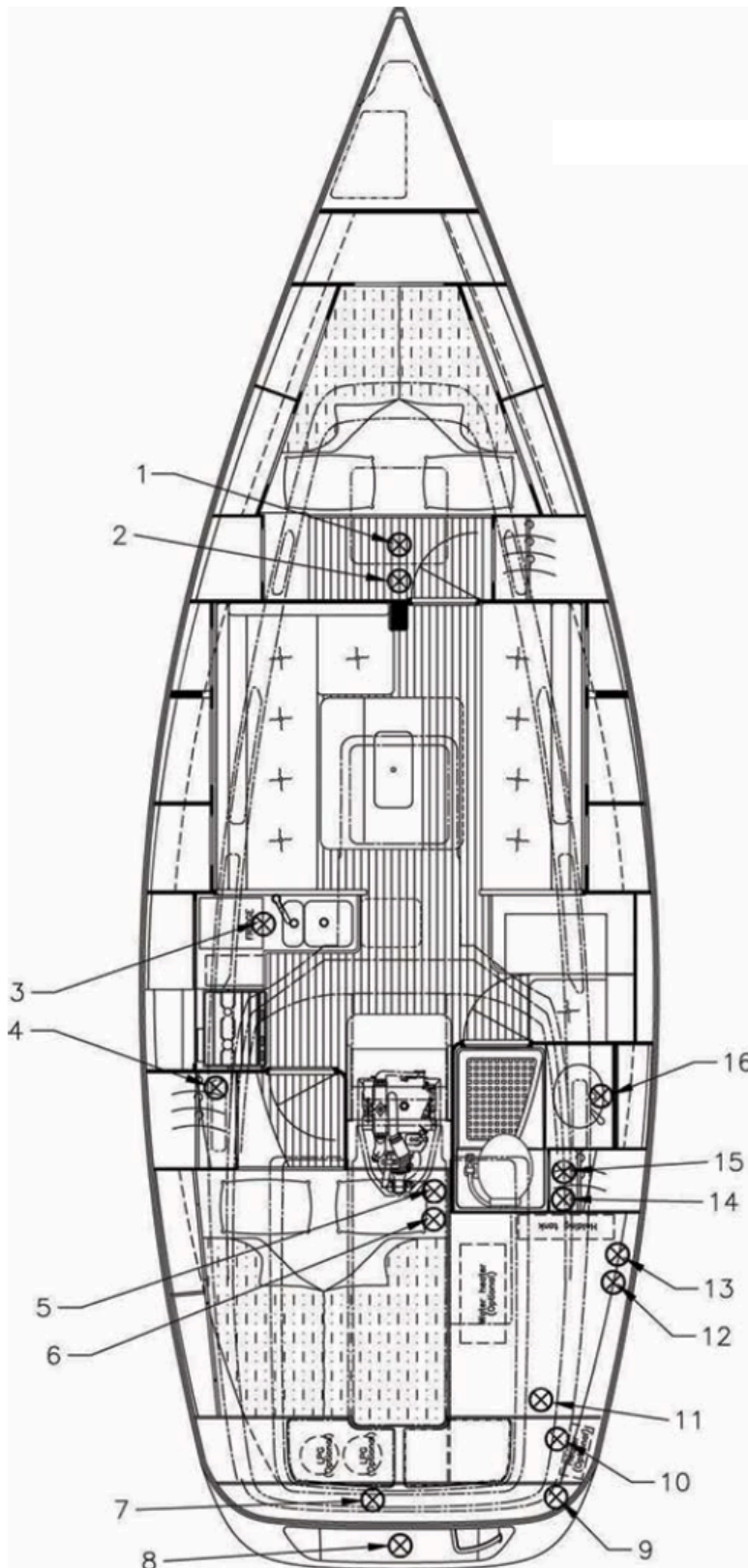
8. **Crew Brief:**
 - a. **Route overview** – NOT too much detail (no bearings/headings!). Safe Haven.
 - b. **Tidal heights and flows** – Timing gates for departure/en-route/arrival.
 - c. **Timings** – Departure, arrival, watches, eating.
 - d. **Weather**
 - e. **Sail Plan** – e.g. 2nd reef in mainsail, 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:**

HR 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

Day: **Date:** **HW:** m **LW** m

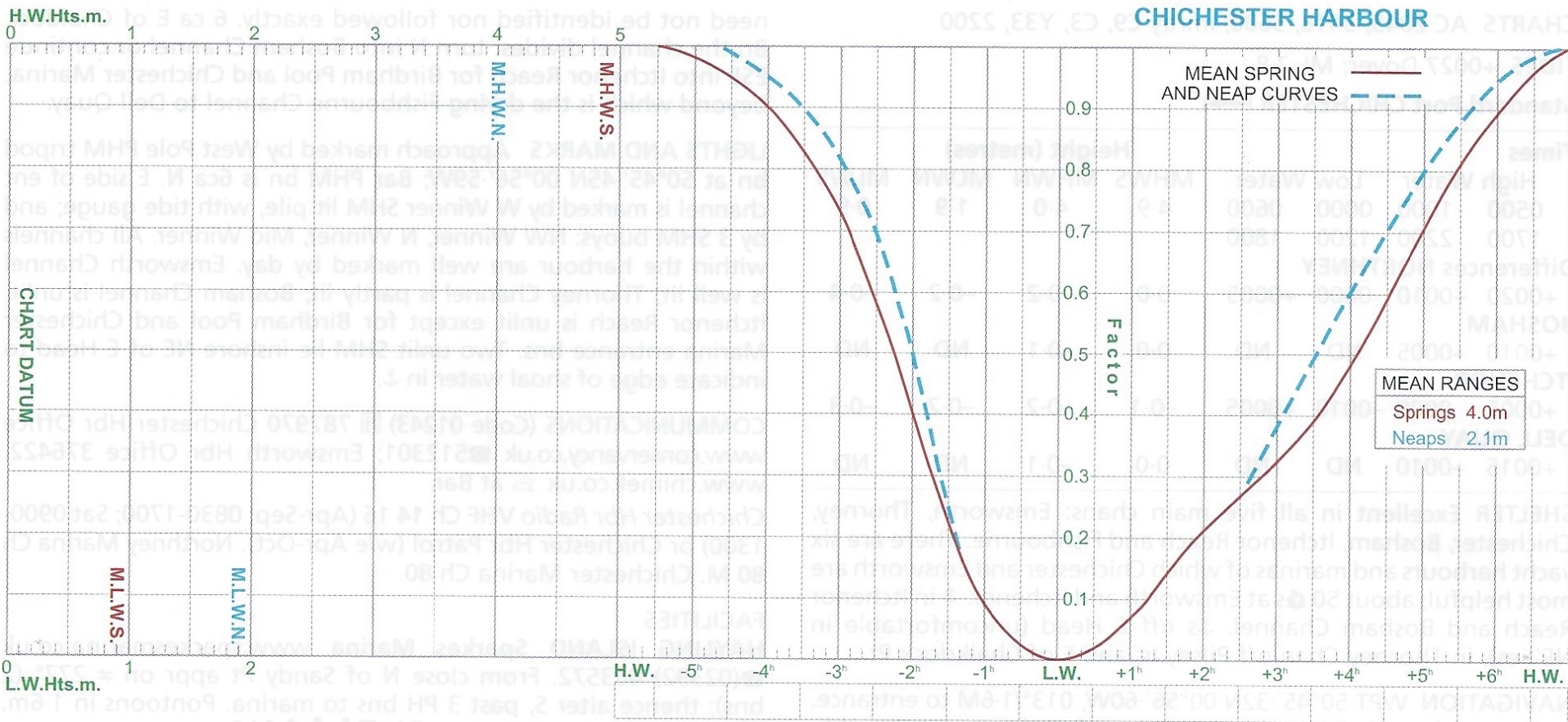


Day: **Date:** **HW:** m LW m



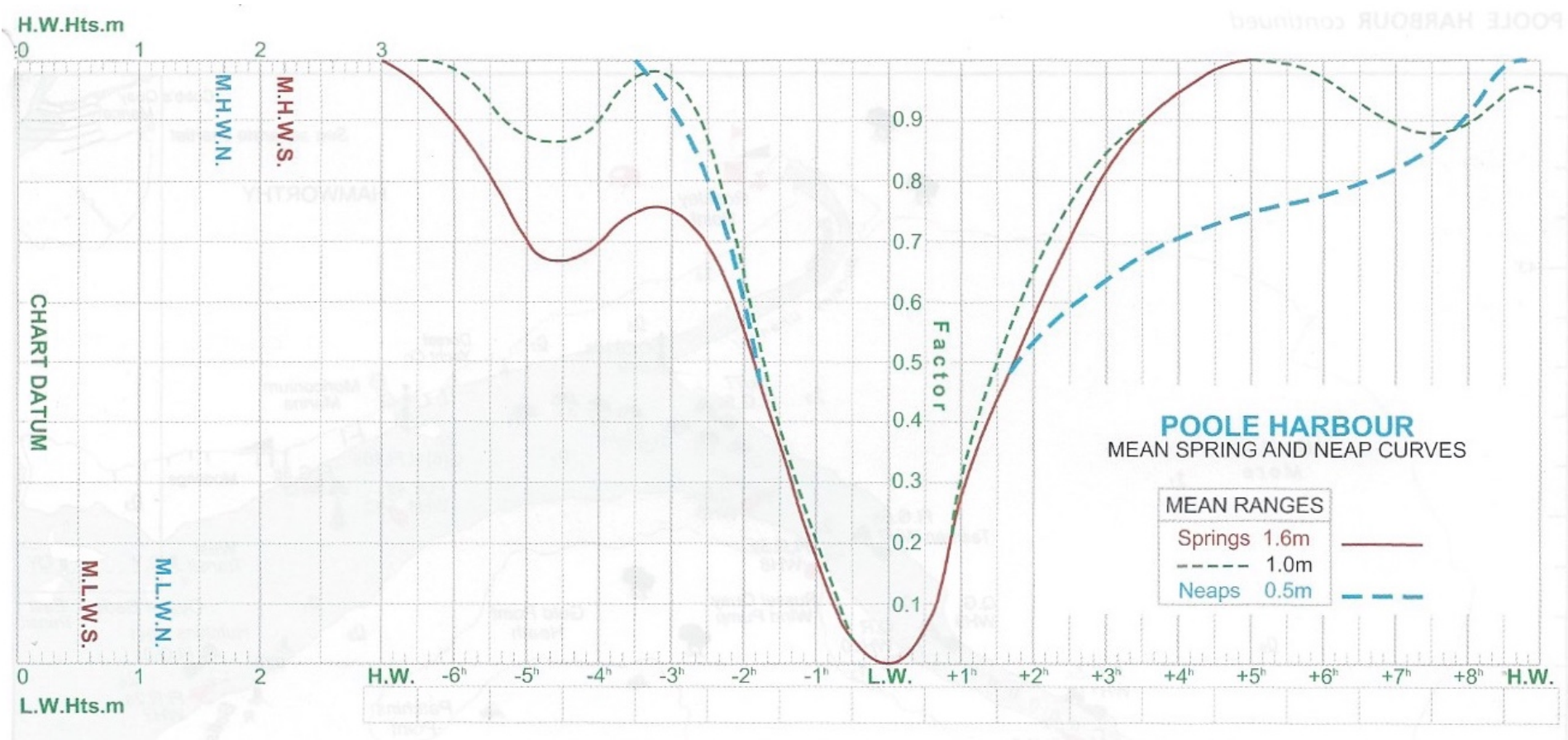
CHICHESTER HARBOUR TIDAL CURVE

Day: Date: HW: m LW m



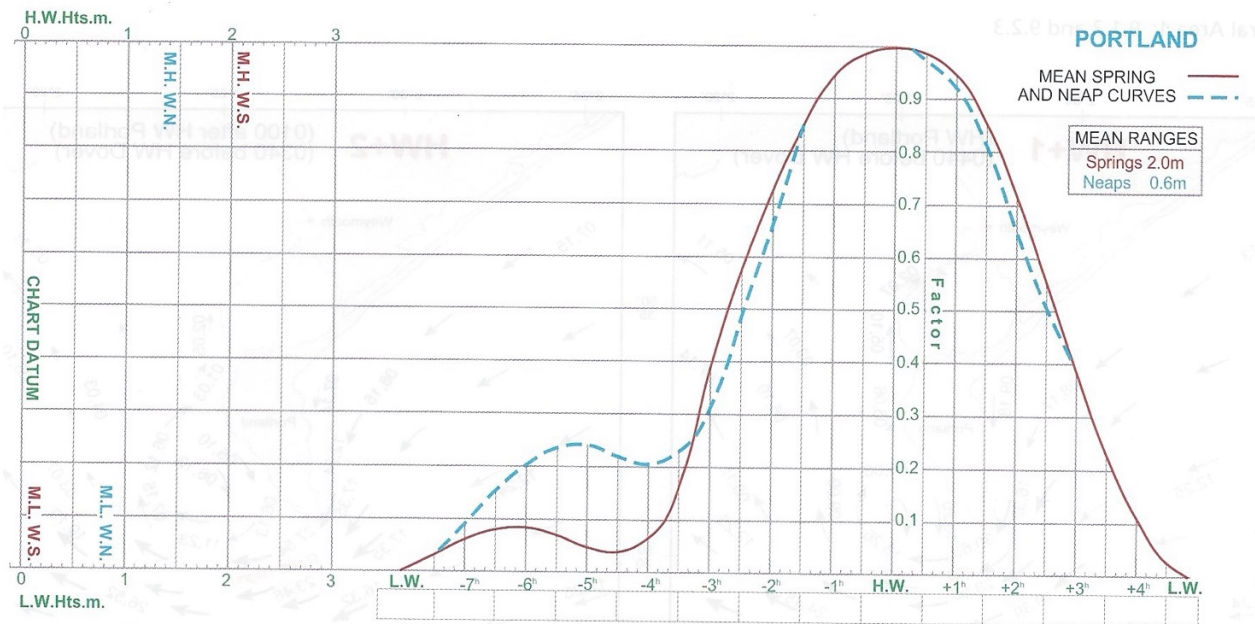
POOLE HARBOUR TIDAL CURVE

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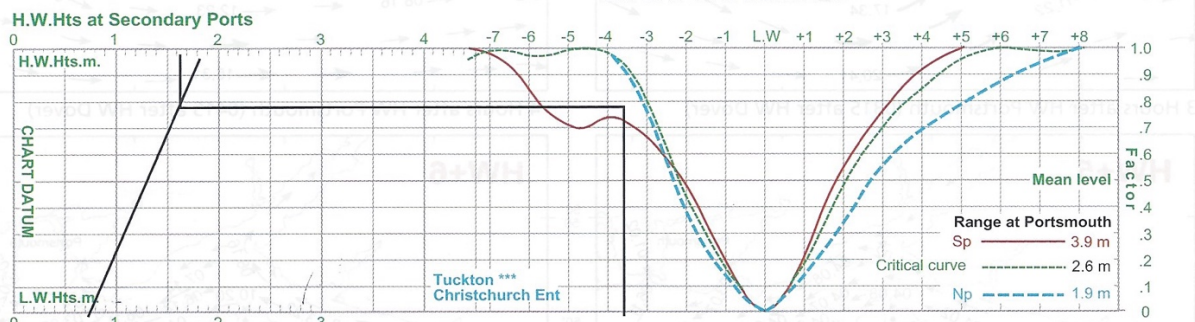


PORTLAND TIDAL CURVE

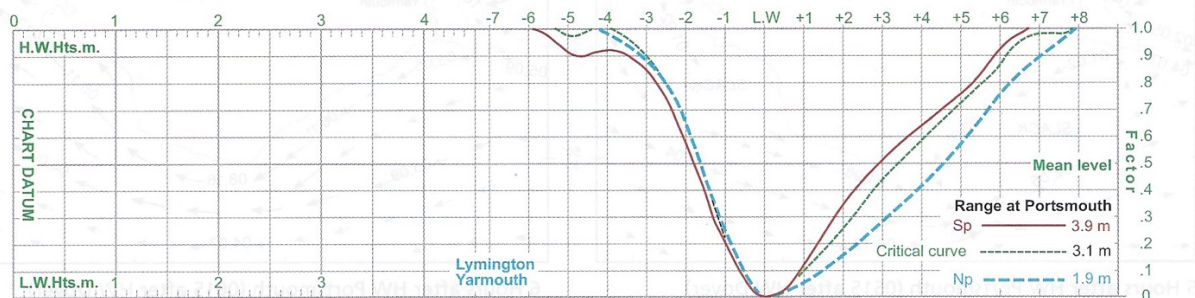
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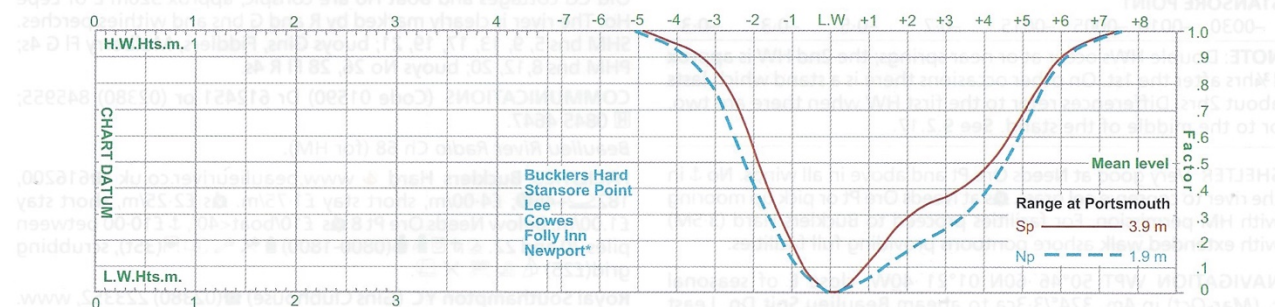
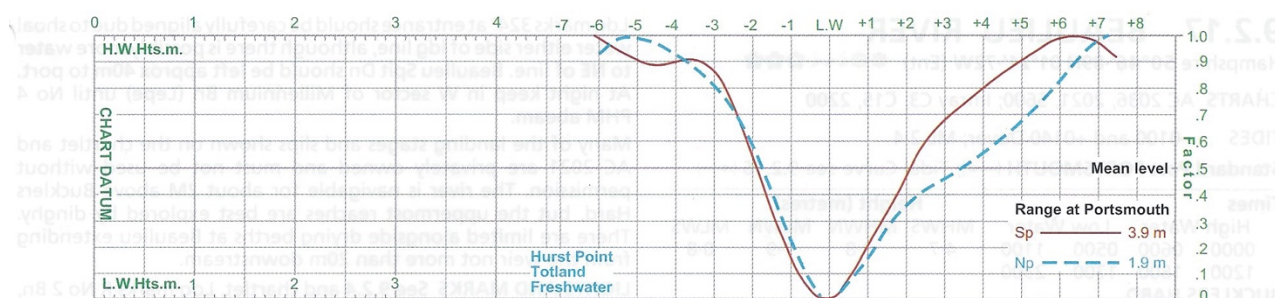
SPECIAL TIDAL CURVES FROM CHRISTCHURCH TO SELSEY BILL



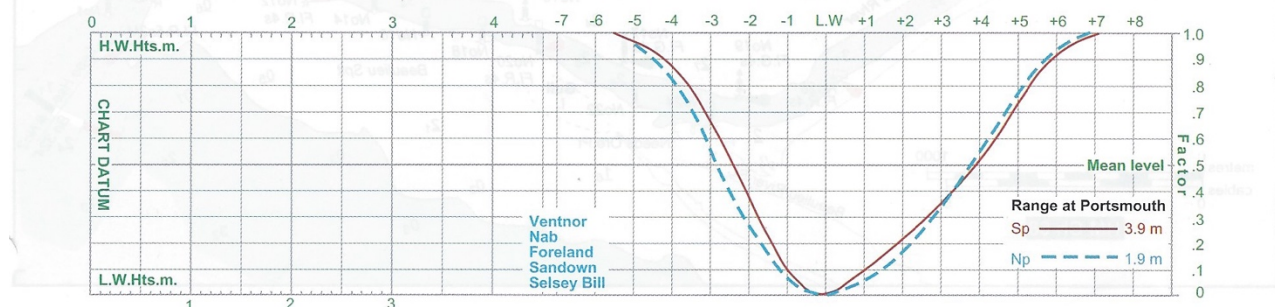
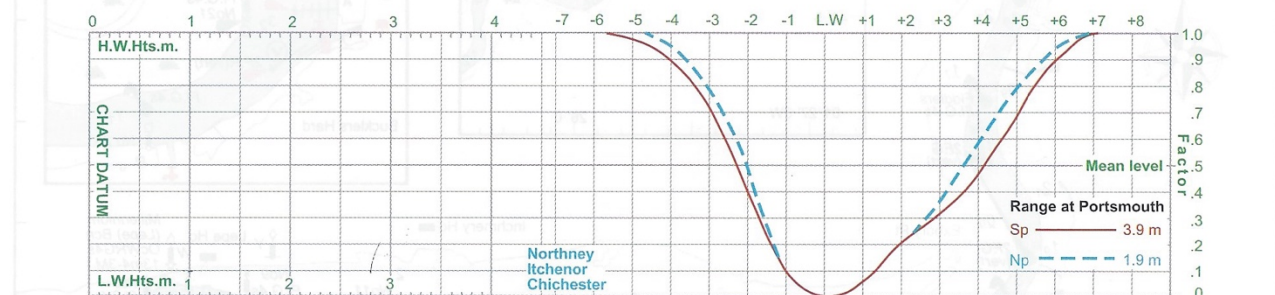
Note: From Christchurch to Yarmouth height differences always refer to the higher HW which should be used to obtain the range at the Secondary Port. HW time differences also refer to the higher HW, but are not required for this calculation.



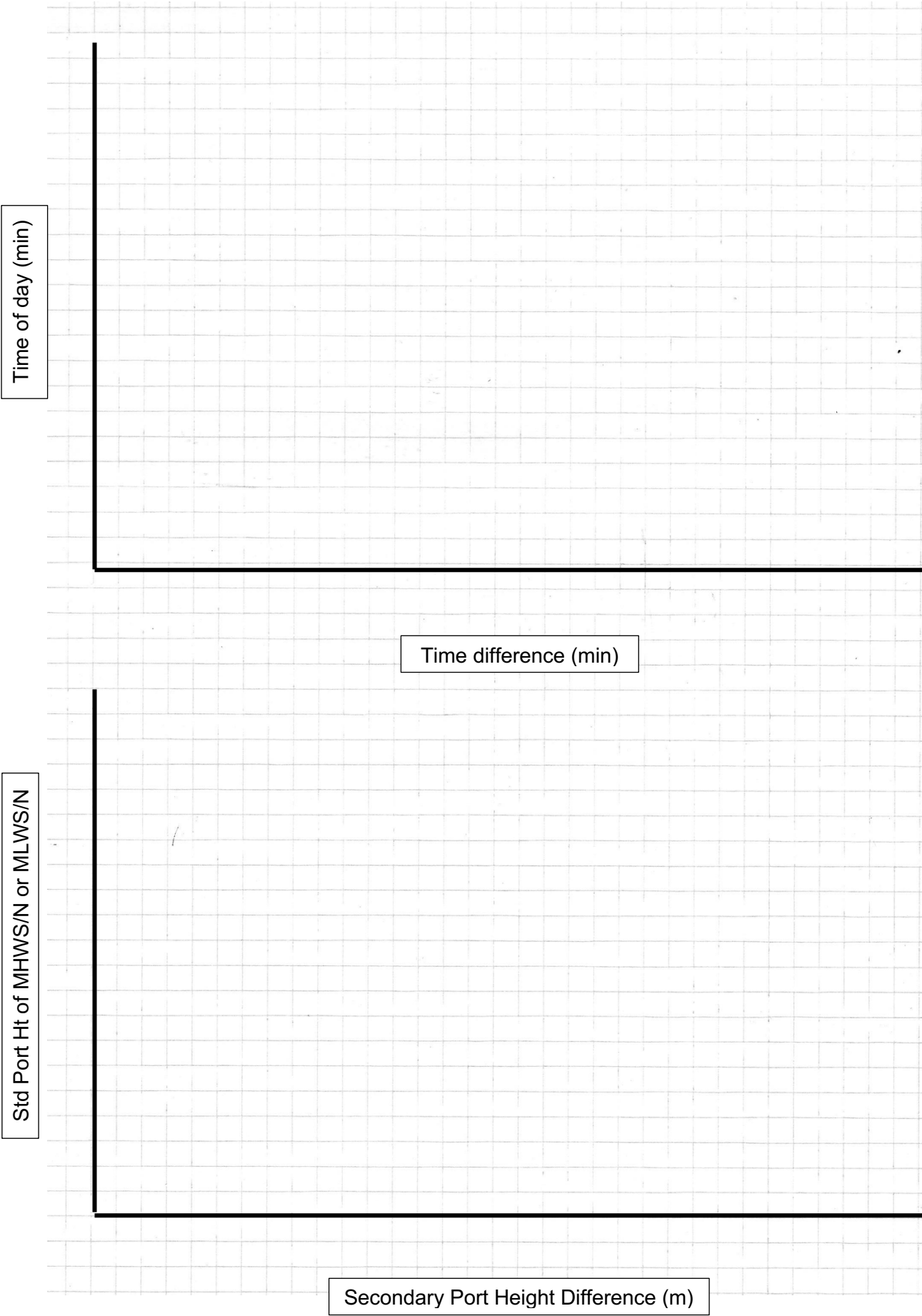
Day: Date: HW: m LW m



Note* Due to the constriction of the R Medina, Newport requires special treatment since the hbr dries 1.4m. The calculation should be made using the LW time and height differences for Cowes, and the HW height differences for Newport. Any calculated heights which fall below 1.4m should be treated as 1.4m.



SECONDARY PORT CALCULATIONS - GRAPHS



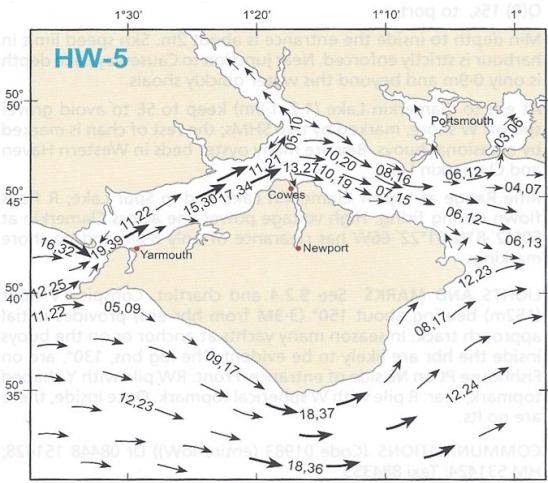
SOLENT TIDAL STREAMS

Day:

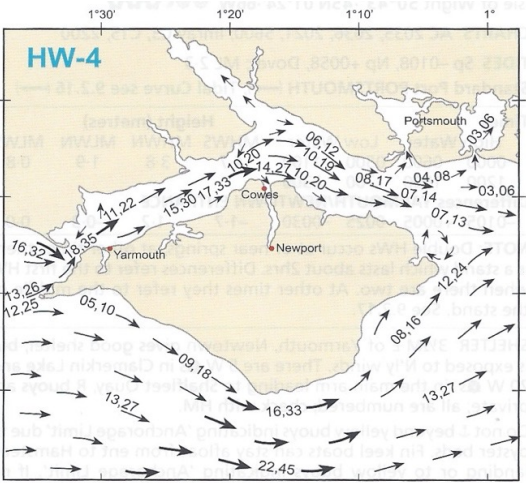
Date:

Time zone:

Time

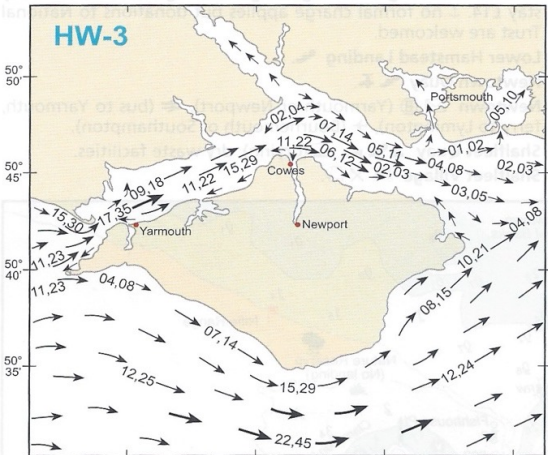


5 Hours before HW Portsmouth (0445 before HW Dover)

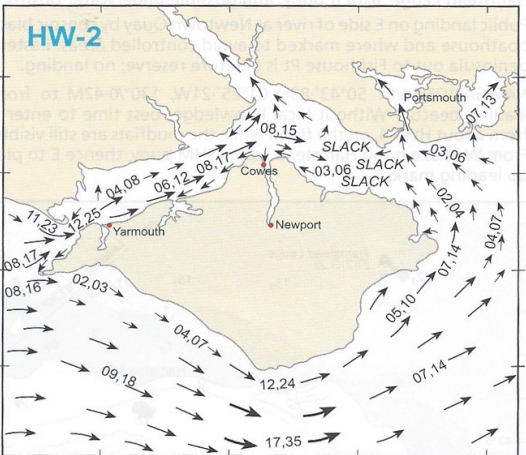


4 Hours before HW Portsmouth (0345 before HW Dover)

Time

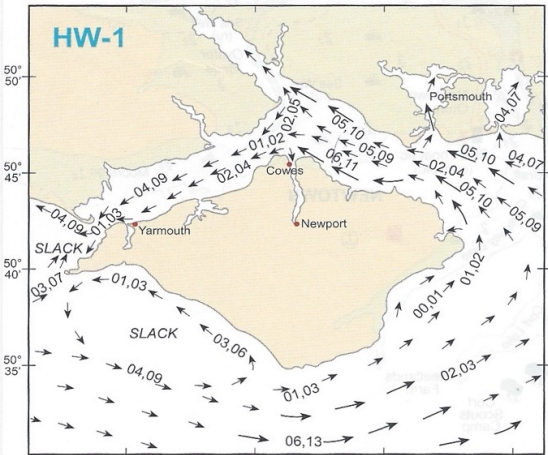


3 Hours before HW Portsmouth (0245 before HW Dover)

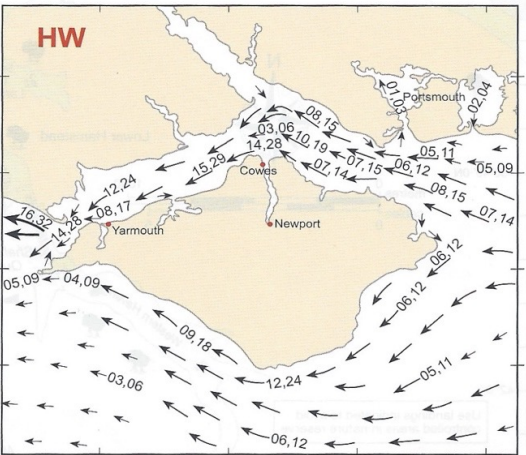


2 Hours before HW Portsmouth (0145 before HW Dover)

Time



1 Hour before HW Portsmouth (0045 before HW Dover)



HW Portsmouth (0015 after HW Dover)

Time

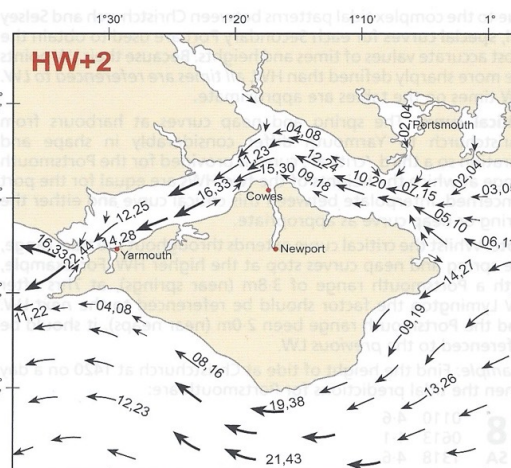
Time

Time

Portsmouth:	HW	Ht	LW	Ht
	LW	Ht	HW	Ht
	HW	Ht	LW	Ht

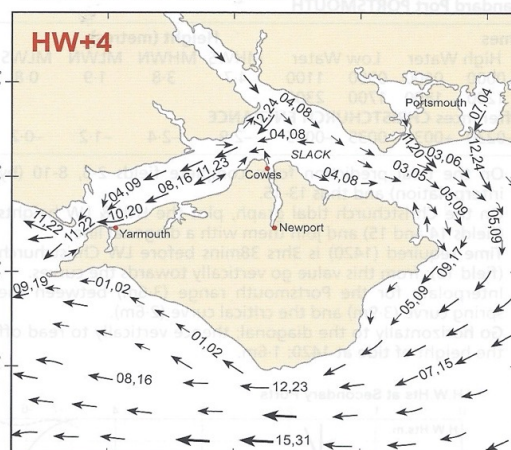
Time zone:

Time



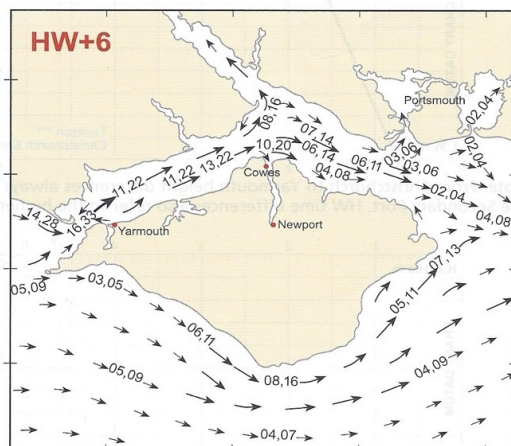
2 Hours after HW Portsmouth (0215 after HW Dover)

Time



4 Hours after HW Portsmouth (0415 after HW Dover)

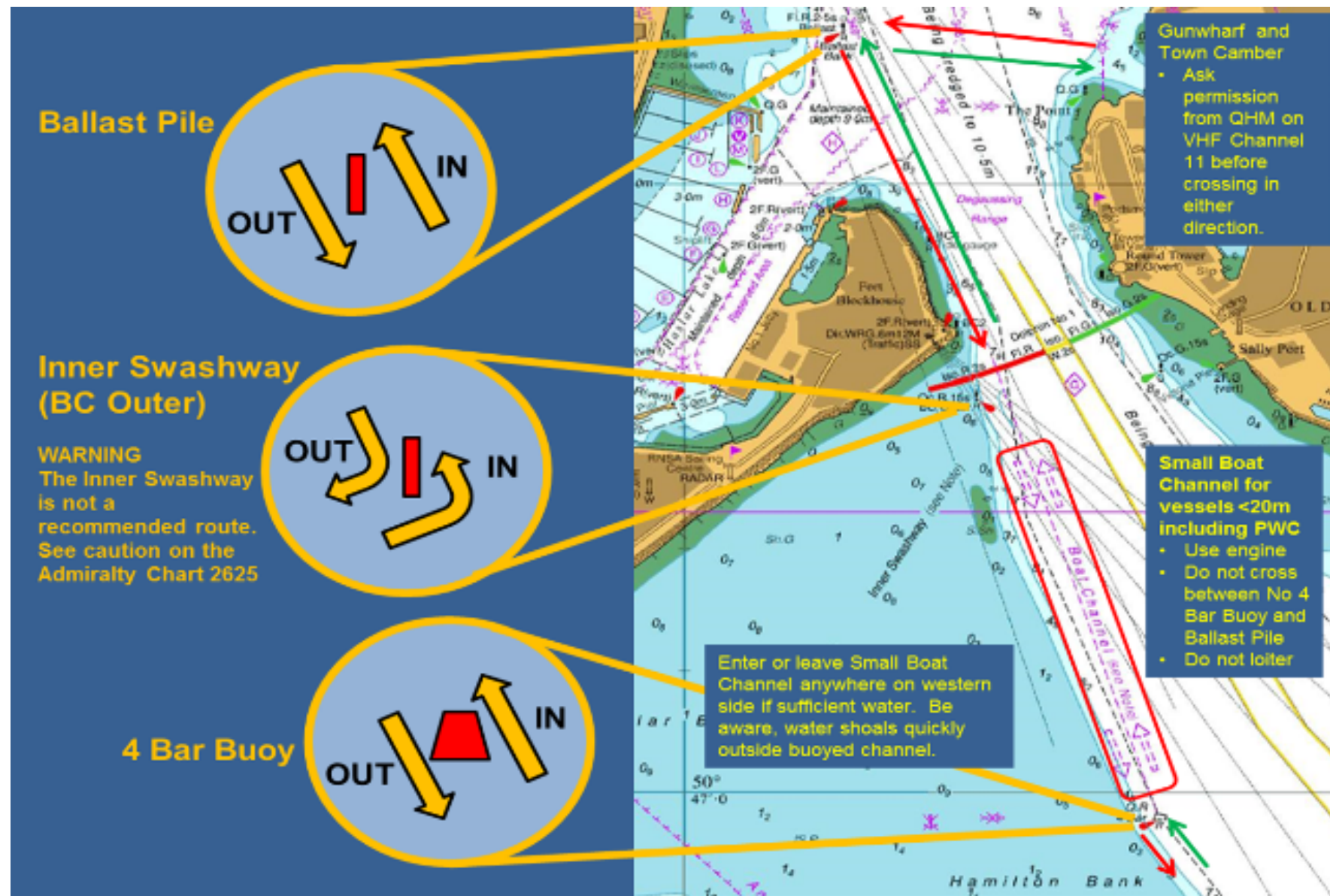
Time



6 Hours after HW Portsmouth (0615 after HW Dover)

Portsmouth:	HW	Ht	LW	Ht
	LW	Ht	HW	Ht
	HW	Ht	LW	Ht

PORTSMOUTH HARBOUR SMALL BOAT CHANNEL PROCEDURES



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



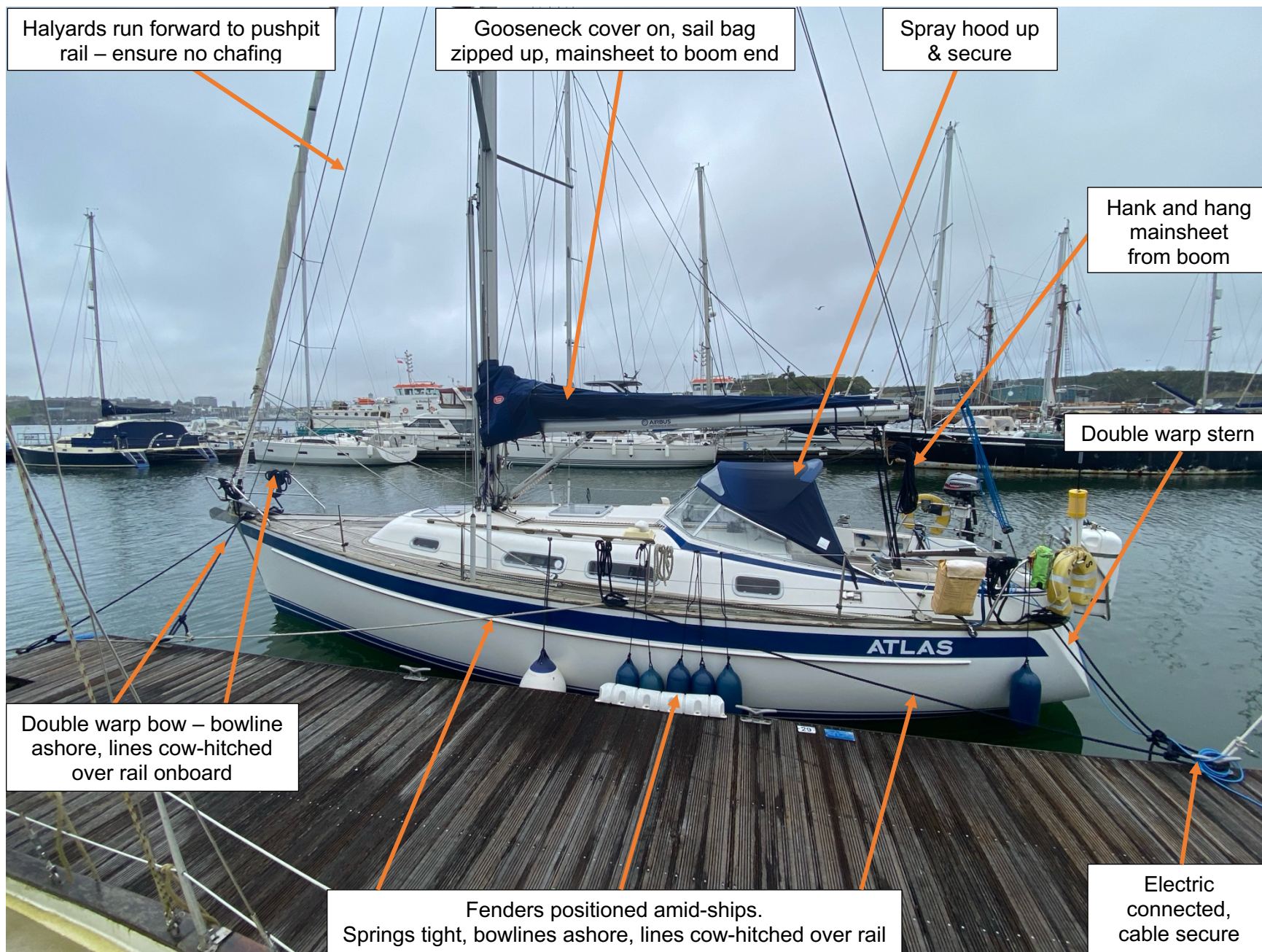
Galley



Quarter berth



Heads



INTENTIONALLY BLANK

SIR ARTHUR – 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 SIR ARTHUR x 3

C/S 2ED16 x 1 MMSI 235084163 x1

MAYDAY

Intity – 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 SIR ARTHUR x 3

C/S 2ED16 x 1 MMSI 235084163 x1

PANPAN

Intity – 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.