

Volunteer Yachting Ltd Safety Management System (VYL SMS) For S/V VOLUNTEER

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INTRODUCTION.

A Safety Management System (SMS) is a process that ensures that policies and procedures are appropriate and followed. It is a system to encourage and improve safety culture.

It requires commitment from everyone involved in running and sailing in the yacht. It is a living document and is constantly under review, the continued and correct use of the SMS is monitored and audited by the Directors of VYL

The basic principle of SMS is 'Say what you do, do what you say, record it.'

OWNER AND VESSEL INFORMATION

Sailing Yacht VOLUNTEER, a Beneteau 40.7, is owned by Volunteer Yachting Ltd, a company established specifically for the purpose of owning and then chartering to members of the Royal Naval Volunteer Reserves Yacht Club (RNVRVC) and others. VOLUNTEER is MCA coded to Category A2 for 8 persons.

Normal Berth:

Britannia Pontoon B, Port Hamble Marina.

Contact Details:

Operations Manager: Mike Critchley

Contact	Name	Email	Telephone
VYL Operations Manager	Mike Critchley	operations@volunteeryachting.com	07773 417 114
Bookings and Treasurer	Peter Costalas	info@volunteeryachting.com operations@volunteeryachting.com	07775 572 890
VYL Chairman	Steve Billet	operations@volunteeryachting.com	07799 077 206
VYL Director	Andrew Sutherland	operations@volunteeryachting.com	07849 893 193
VYL Director	Alastair Grant	operations@volunteeryachting.com	07946 701 057
Maintenance support	Jimbo Davies	operations@volunteeryachting.com	07733 224 906

Vessel Information.

Certificates, Licences and vessel data, including the location diagram of Safety Equipment is at Appendix A.

OWNERS RESPONSIBILITY AND AUTHORITY STATEMENT

VYL are responsible for:

- Implementing and maintaining the SMS.
- Maintaining the vessel and safety equipment is fit for purpose.
- Ensuring crew are suitably qualified and aware of yacht operation and safety requirements.
- Ensuring timely and appropriate responses to crew/ hirers in event of an emergency or machinery/ equipment failures.

CHARTER AGREEMENT TERMS AND CONDITIONS

Charter agreements, terms and conditions, charterers qualifications, handover procedures, including incident reporting, are in Appendix B.

RISK MANAGEMENT

VYL Board have conducted a Risk Assessment when used as a charter yacht, details are in Appendix C.

Vortec Maritime Training (VMT) a RYA Certified Training Centre use the yacht for RYA courses, their Training Risk Assessment is also in Appendix C.

EMERGENCY PLANS

Emergency plans are at Appendix D in response to the Risk Management process and are included in the crew's safety briefings.

MAINTENANCE

VYL has an "Inspection and Maintenance Schedule", Appendix E, plus post charter inspections and review of report forms to identify any unscheduled maintenance that may be needed.

Verification, review and evaluation

In addition to an annual review of the SMS, VYL will react as necessary to feedback received from charterers and crew.

RECORD OF AMENDMENTS

Records of amendments are in Appendix F.

Volunteer Yachting Ltd Safety Management System (VYL SMS) APPENDIX A Certificates, Licences and Vessel Data

See separate folder

Contents

Safety Equipment Location Diagram
Certificate of Registry
MECAL SCV Certificate
Gas Safety Certificate
Liferaft Service
EPIRB Registration
Radio Licence
Lifejacket Inspection
Fire Extinguisher Inspection
IRC Certificate
Insurance Certificate

Volunteer Yachting Ltd Safety Management System (VYL SMS)

APPENDIX B – Familiarisation and Handover

Guidance notes for chartering the Volunteer Yachting Ltd First 40.7 yacht "Volunteer"

OVERVIEW

Volunteer is a 11.7 metre First constructed by Beneteau France and delivered in 2008. It is capable of being cruised or raced and in the default mode is rigged for "white sail" cruising. Charterers may request the use of the spinnakers, racing sails and racing forestay. Prices for these will be advised on request. Should the yacht be required for racing this **must** be advised at the time of booking and will incur additional charges to cover re-rigging etc.

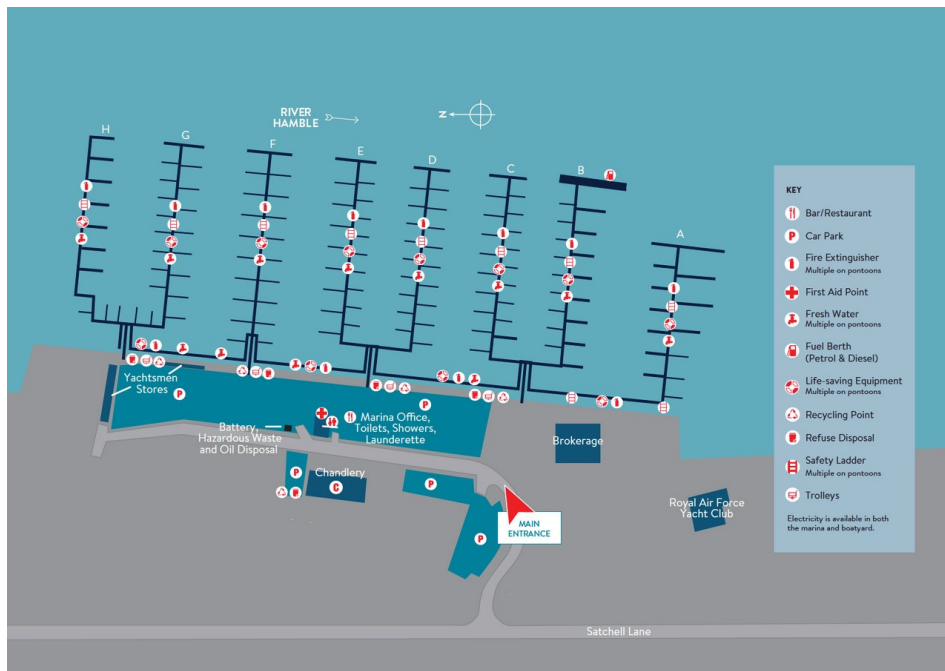
BOOKING PROCEDURE

Prospective Charterers can use the web booking page to register their interest. If the yacht is available then the Bookings Secretary will confirm this and issue a booking form for completion. Alternatively you can contact the Bookings Secretary direct at info@volunteeryachting.com with your proposed dates and to obtain a booking form for completion. Skippers who have not previously chartered VOLUNTEER are required to forward to VYL by e mail or post a copy of their passport identification page. This is a requirement of the yachts insurers. Skippers who do not hold a passport should phone the Bookings Secretary for info on other forms of ID that may be acceptable.

LOCATION OF BERTH AT PORT HAMBLE MARINA

The berth currently assigned to Volunteer at Port Hamble Marina (SO31 4QD) is B14 bows north, stern to. The yacht keys can be obtained from the marina office on production of the Key Authorisation form issued by VYL. If B14 is occupied contact Britannia Office (023 8045 8900) for alternative berth.

If weather/ tidal stream unsuitable to berth in B14, e.g. strong ebb spring tide plus northerly wind, skipper contacts MDL who have agreed to allocate alternative berth, yacht will be moved to B pontoon later. Car passes available from Britannia Events.



AREA OF OPERATIONS

The chartering of the yacht is governed by MCA rules. It is rated to category 2 (MCA Code maximum of 60 miles from a safe haven). Except by prior agreement the cruising area is restricted to the coastal waters of the UK, the Channel Islands and France bordered by a straight line Dover-Calais to the East and by a straight line Brest-Scilly Isles to the West.



Use outside of this Area of Operations is expressly prohibited without prior approval from the Bookings Secretary.

ELIGIBILITY TO CHARTER

Eligibility to charter the yacht will be based on previous experience (ownership/chartering/skippering) and any relevant qualifications. Attendance at the yacht familiarisation days is highly recommended and in certain cases a skipper may need to demonstrate his/her competence before taking the yacht to sea. A minimum of a current VHF certificate (plus First Aid if going cross Channel) will be mandatory for at least one member of the crew. The Skippers experience must be detailed on the booking form and copies of any relevant qualifications submitted at the same time

An itinerary of the intended voyage **must** be lodged at the latest 7 (seven) days before the commencement of the charter along with any intention to sail at night – this is defined as between sunset and sunrise on any specific day.

A list of crew with their experience and any qualifications **must** be given to the Booking Secretary at the time of submitting the booking form. Should Volunteer Yachting Ltd not consider the crew and/or Skipper suitable for the voyage intended it may, in its absolute discretion, ask that the itinerary be amended. It is highly recommended that Skippers pre qualify their crew for the voyage intended as early as possible.

It is the responsibility of the charterer to ensure that all members of their crew are equipped with **appropriate clothing and footwear** for coastal and/or offshore sailing.

FAMILIARISATION COURSE

It is a requirement of the insurance that charterers have undertaken a familiarisation course before the yacht can be taken out.

When organized on a group basis by VYL, the 1 day familiarisation course will be free of charge. However for charterers who have not undertaken the course and require this to be conducted as part of their charter (on the day prior to commencement of the charter) there will be a fee of £35 applied to the overall charter invoice.

The course covers important aspects such as familiarity with safety procedures and equipment, an explanation of the working of gear on the yacht as well as elementary boat handling skills. If charterers require specific instruction on any aspect of the yacht they are to advise VYL in advance of attending the course.

ACCOMMODATION & CLEANING

The yacht sleeps 8 in 3 double cabins with 2 berths in the salon. It has a substantial inventory but charterers will need to bring bed linen/sleeping bags although there are 6 pillows with cases (laundered) on board.

Charterers **must** either leave the yacht clean and ready for the next charter or may request cleaning services bookable in advance. Dependent upon when the cleaning is required prices may vary but these will be advised at the time of booking. Should the yacht not be left clean and shipshape then a penalty cleaning rate will be charged and deducted from the deposit.

Formal handover procedures for both on hire and off hire are in place and charterers are required to familiarise themselves with these requirements. In particular the diesel tank is to be left FULL at the end of the charter and a filling fee of £35 in addition to actual fuel costs will be added to any charter invoice where this has not been done. For weekend charters only there is an option of a flat charge of £25 for fuel. This **MUST** be declared prior to the charter commencing.

BOOKING RULES

The Booking Rules for chartering are as follows:-

1. Club* Programme dates are bookable only by Club Members
2. The Yacht may be booked either for Weekends or Weekdays by RNVRYC Members or Vortec Marine.
3. If the Yacht remains unchartered within 8 (eight) weeks of any particular date then VYL may market the Yacht to third parties e.g. RNSA etc.

CHARTER TIMINGS

Charters run from 1700 to 1500 (or by PRIOR arrangement with VYL or the Yacht Bosun). Should a crew member wish to stay onboard until 0800 the next morning then they should advise the Bookings Secretary and there will be an additional charge of £50 if approved.

CHARTER RATES

Refer to CHARTER RATES page on website for current details

CHARTER CHECK OUT & IN FORMS

Prior to sailing, skippers are to complete "Check Out Form" and email to: "operations@volunteeryachting.com", on similarly on completion email the "Check in Form".

Gas canister: Replace gas canister in cable locker if required. Payment for the canister will be reimbursed by VYL.

Fuel: Charterers should ensure that diesel tank is FULL at end of the charter or will incur a refuelling penalty. The refuelling berth at Port Solent is available 24hrs and is immediately to starboard of the lock gates.

Water: Fill both Port and Stbd water tanks.

Ensure Returning Yacht Check List as per section J is completed

PAYMENT & DEPOSIT

On booking, Club Members will need to place a deposit of 25% (twenty five percent) of the charter costs. The balance is due 28 (twenty eight) days prior to the start date of the charter. Payment can be made by bank transfer or cheque made payable to Volunteer Yachting Limited. The booking will not be considered firm until receipt of cleared funds. Should a booking be made within 28 (twenty eight) days of the start of a charter then the full charter costs must be remitted with the booking form along with the security deposit.

Charterers will need to deposit, funds to an amount of £1000 (one thousand pounds) 28 (twenty eight) days prior to the start date of the charter to cover damages incurred outside of the yacht's insurance cover. Please note that the terms of the charter are such that if a Charterer breaches liability cover (wilful damage, gross negligence etc.) then they may be liable for an amount in excess of this security deposit. (See Charter Terms and Insurance Cover).

Penalty payments will be incurred for late return of the yacht to the designated hand over point. This will be at a rate of £50 (fifty pounds) per hour for the first 2 (two) hours. In excess of 2 (two) hours delay and a daily rate of £300 (three hundred pounds) will be charged.

Prospective Charterers should ensure that all members of their charter party read in full the Terms of the Charter and Insurance Standard Terms prior to chartering the yacht. These documents are available on the website (<http://www.volunteeryachting.com/documents>) for download as PDF files.

Where the Charter and insurance terms are at variance with these guidelines the charter and insurance terms shall prevail,

*Note "Club" refers to the RNVR Yacht Club.

VOLUNTEER CHECK OUT/ IN FORMS**To be completed on each handover. (If an unmanned takeover email result, see below)**

Area/ Item	Location	Out	In
On Entry			
Battery Isolation Switches	Port Cabin		
Switchboard: Lights switches, fresh water pp etc	Adjacent Chart Table		
Forr'd Cabin			
2 Kg Dry Powder Extinguisher V6	Port lower locker		
2 Lifejackets + 2 x 3 hook Tethers	Valise in wardrobe		
Torch	Above door frame		
Log and speed sensors/ transducers	Below floor		
Spinnakers (if needed)	Under bunk		
3 bunk cushions, 1 small seat cushion, 2 pillows			
Emergency exit	Forr'd Hatch		
Heads			
3 x Hull valves (Open for use, shut when not in use) and wood bungs	In cupboard		
Shower drain	Switch Std side		
Main Saloon			
Fire Extinguisher 1 kg V1	Forr'd bulkhead by door frame		
Carbon Monoxide Alarm tested	Port side		
Clock	Forr'd bulkhead		
Re-arm kits for Lifejackets	Forr'd port side locker above seat		
Sink drain hull valve and wood bung	Under sink		
Cutlery	Port side sink drawer		
Pans	Under sink		
Stove (switch on gas, check operational)			
Gas alarm tested	By sink		
Spare cloths, pillow cases	Forr'd std side locker above seat		
2 x Spare Lifejackets	Under port aft seat		
Fresh water change over valves	Behind middle std seat		
Main toolbox	Under stove		
1 Kg extinguisher	Std cabin doorway		
Check keel bolt and cabin sole repair area			
Chart Table Area			
Charts, almanac, plotter, dividers, pencils	Chart Table		
Main VHF	Chart table		
AIS active and receive			
Raymarine plotter	Chart table		
Log and defect book	Chart table		
Battery supply On/ Off	Yellow light above switchboard		
Water/ fuel gauges	Switch panel		
Bilge Pp Auto/ Manual	Below switchboard		
Windlass circuit breaker	Below switchboard, brief all crew		
Mains Power On/ Off	Green light below switchboard		
Keys	Chart table drawer		
Yacht Documentation	Chart Table cupboard		
Small Toolbox, sail repair etc	Chart Table cupboard		
Binoculars	Adjacent Chart Table		
2 x hand held VHF and chargers	Adjacent Chart Table		
First aid kit, ready use	Under chart table		
Grab Bag	Under chart table		

VOLUNTEER YACHTING LTD SAFETY MANAGEMENT PLAN (VYL SMS)

Area/ Item	Location	Out	In
Flags	Behind chart table seat		
Hand held compass	Behind chart table seat		
Flares	Chart Table Seat		
Anchor ball & Motoring Triangle	Chart Table Seat		
12 v Spot light	Chart Table Seat		
Waterproof torch	Chart Table Seat		
Cat 2 Medical Kit (sealed)	Chart Table Seat		
3 winch handles	Chart Table Seat		
Bosun chair & throw line	Chart Table seat		
Std Cabin			
3 Lifejackets + 3 x 2 hook Tethers	Valise in wardrobe		
1 Kg dry powder extinguisher V3	Above door		
Torch	Above door		
Bolt Croppers	Under bunk		
Emergency water	Under bunk		
Manual bilge pp with wandering suction hose	Under bunk		
12v small transfer pp	Under wardrobe		
Storm head sail and tri sail	Under bunk		
2 Bunk cushions			
Port Cabin			
Battery Isolation switches	Aft bulkhead		
Gas isolation valve	Inside wardrobe		
4 Kg dry powder extinguisher V4	Inside wardrobe		
1 Kg dry powder extinguisher V2	Above door		
3 Lifejackets + 3 x 2 hook Tethers	Valise in wardrobe		
Torch	Above door		
2 x spare lifejackets	Under wardrobe		
2 Bunk cushions, 2 pillows			
Engine fuel cut off	Forr'd bulkhead of Bunk		
Engine compartment			
Engine pre use checks to be completed			
Salt water inlet valve (Always left open)	Access through Port cabin		
Salt water filter/ weed trap			
Automatic fire extinguisher V5			
Deck			
Anchor and cable (marked every 10 meters)	Cable locker, Brief crew on breaker		
Head sail: Sheets, cars and furling gear operational	Furler std side		
Mast: Boom, halyards, vang, sheets, lazy jacks operational			
Radar reflector	Mast		
Bow, steaming lights, stern light, deck light, tricolour, anchor light			
Winches, clutches			
Main sail operation (Single Line Reefing)	Must put 1 st reef in before 2 nd		
Pulpits, stations and lifelines undamaged			
Jackstays	Ports and std side		
Mast Instruments operational			
Cockpit instruments operational	Note. FEET below water line Draft 2.4 metres		
Wheel, full movement			
Engine start/ stop controls and routine, check ahead/ astern	Port side instruments, gear lever std side		
Windlass control, Brief crew on switch breaker	Port helm unit		
6 x Fenders	Stored in std lazarette locker		

Area/ Item	Location	Out	In
Helo strop	Port locker or above Std saloon bunk		
Liferaft (8 man) and hydrostatic release	Stern		
Lifebuoys with light and danbuoy, Lifebuoy with light, Jonbuoy danbuoy, Recovery Line	Stern		
Mooring lines, sheets	Std locker		
Shore power cord and adaptors	Port locker		
Manual Bilge Pp	Std side of Wheel		
Manual Bilge Pp handle	Under stern seat, std side		
Cockpit Knife	Under stern seat, std side		
Gas bottle and isolation valve	Port Lazarette locker		
Emergency Tiller	Std Lazarette locker		
2 x Buckets	Std Lazarette locker		
Kedge anchor	Std Lazarette locker		
Fresh water filler (filled on return)	Port and Std side midships		
Diesel fuel filler (filled on return)	Std side aft		
10 litre Dieso can	Std locker or std lazerette		

VOLUNTEER Joining checks completed.

I understand the location and operation of all equipment and am satisfied with the condition of the yacht.

Fuel %..... Water %

Intended programme:

Date	From	To	Remarks

Signed. _____ Date/time. _____ Mobile: _____

Print Name _____ email: _____

VYL Representative (if present) _____

If unattended handover, on joining yacht leave check list onboard in file and prior to sailing email copy of this page and NOK form to:

operations@volunteeryachting.com

VOLUNTEER Leaving checks completed

I confirm yacht has not been grounded, any incident and defects have been recorded:

Signed. _____ Date/time. _____ Mobile: _____

Print Name _____ email: _____

VYL Representative (if present) _____

If unattended handover, on leaving yacht leave check list onboard in file and email this page plus details of any defect and incidents to:

operations@volunteeryachting.com: Ops Manager Mike Critchley: 07773 417 114

The yacht must be left clean and full of fuel and water (**Fasnet Team 2019 request fuel not topped up!**)

VOLUNTEER YACHTING LIMITED (VYL) – NEXT OF KIN FORM – TO BE COMPLETED BEFORE DEPARTURE and given or sent to VYL

DATE OF TAKING OVER YACHT..... DATE OF RETURNING YACHT

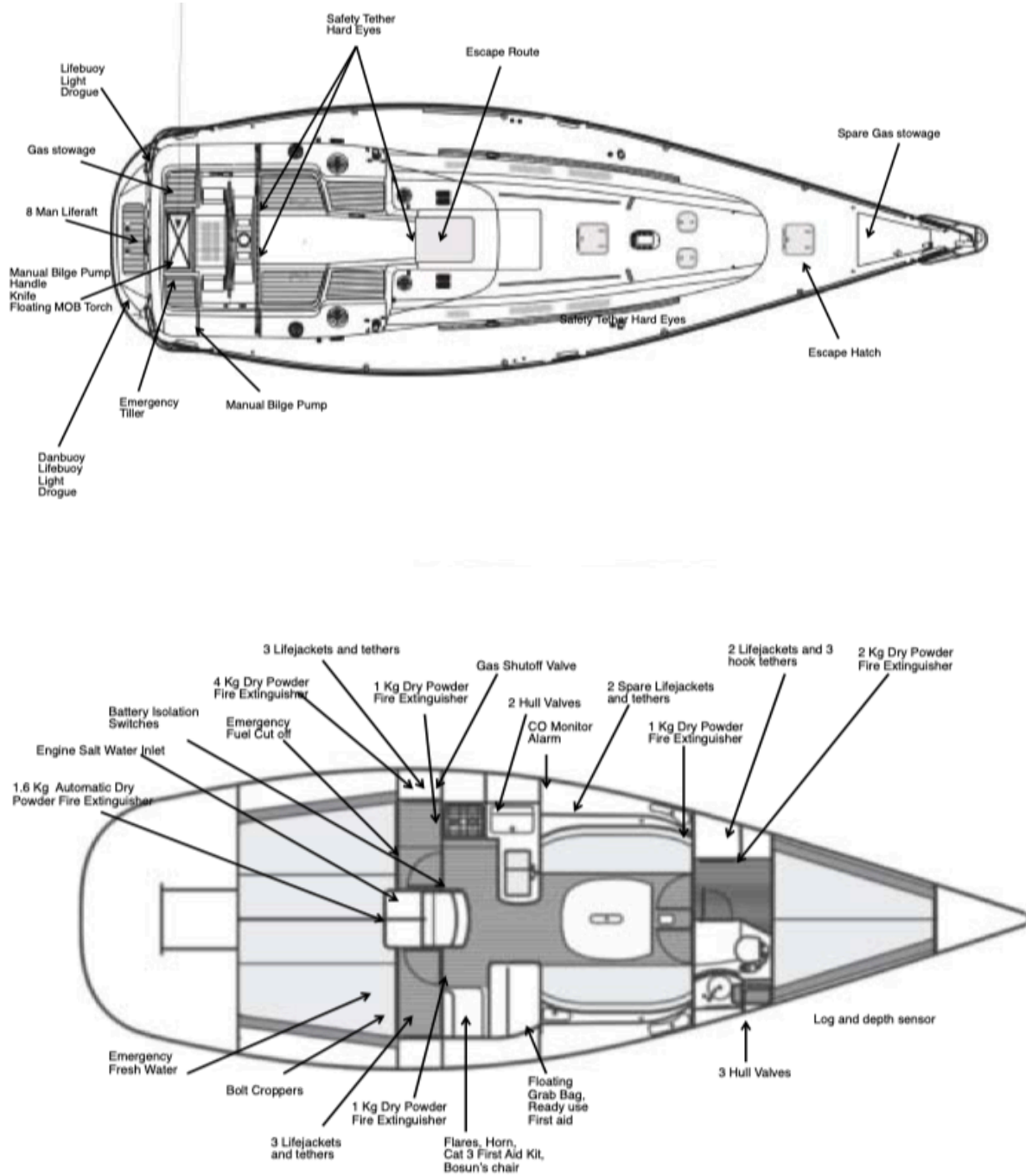
PLEASE PRINT DETAILS IN INK

NAME	NOK NAME	RELATIONSHIP	NOK ADDRESS	NOK HOME TEL NO	NOK MOBILE TEL NO	REMARKS (if any)
Skipper						
Mate						
Crew						
Crew						
Crew						
Crew						
Crew						
Crew						
Crew						
Crew						

This form to be sent to operations@volunteeryachting.com before departure.

Signed.....Skipper Dated..... Mobile No.....

SY VOLUNTEER SAFETY DIAGRAM



**Volunteer Yachting Ltd
Safety Management System
(VYL SMS)
APPENDIX C – Risk Assessment**

VYL risk assessment process followed these steps:

Identify the hazards and assess the chances of a hazardous event occurring.
Assess the severity or consequences, and if the risk and severity is too great, take action to remove the risk, or if not possible, reduce the risk to as low a level as reasonably practicable.

The risk assessments forms the basis of our Standard and Emergency Operating Procedures.

Likelihood		Risk Matrix		
Common, regular or frequent occurrence.	3	3 Med	6 High	9 High
Occasional occurrence.	2	2 Low	4 Med	6 High
Rare or improbable occurrence.	1	1 Low	2 Low	3 Med
Severity		1 Minor injury or illness.	2 Serious injury or illness.	3 Fatalities, major injury or illness.

Hazard	Risk Associated with Hazard	Existing Control Measures	Risk Rating	Additional Controls Required	Review frequency
1	Persons in water at risk of drowning or hypothermia	Crew briefing Skipper policy on wearing of lifejackets and tether lines.	Rare x Serious = Low		Annual
2	Fire & Gas explosion	Crew briefing, stove precautions. Fire extinguishers available and inspected annually	Rare x Serious = Low		Annual
3	Collision and sinking	Skipper qualification Crew briefing Effective lookout Bilge alarms and pumps	Rare x Serious = Low		Annual
4	Pollution of environment	Crew briefing. Fuel and Waste management	Occasional x Minor = Low		Annual
5	Falling from height	Crew briefing and training on correct use of security lines.	Rare x Serious = Low		Annual
6	Injury from slips, winches, ropes,	Crew briefing and training.	Occasional x Minor = Low		Annual

Hazard	Risk Associated with Hazard	Existing Control Measures	Risk Rating	Additional Controls Required	Review frequency
7	Boom, Main sheet traveller, jib sheets flogging, Anchor Windlass	Crew briefing and training.	Rare x Serious = Low		Annual
8	Sunstroke, Sunburn	Crew briefing Hats and clothing Application of sun screen	Occasional x Minor = Low		Annual
9	Sea sickness	Crew briefing Sea sickness pills	Occasional x Minor = Low		Annual
10	Infection, health and hygiene	Crew briefing Food hygiene Cleaning routines	Occasional x Minor = Low		Annual
11	Asphyxiation	Crew briefing Correct use of stove and adequate ventilation. Carbon Monoxide alarm tested	Occasional x Minor = Low		Annual
12	Electric shock	Crew briefing. Mostly 12v 240v RCD protected	Occasional x Minor = Low		Annual
13	Dehydration	Crew briefing Monitoring of fluid intake	Occasional x Minor = Low		Annual

Vortec Maritime Training (VMT), a RYA Certified Training Centre based in Port Solent conduct RYA Training courses onboard VYL's Yacht VOLUNTEER, their Risk Assessment for Training Courses is below.

VOLUNTEER YACHTING LTD SAFETY MANAGEMENT PLAN (VYL SMS)

VORTEC MARINE TRAINING – RISK ASSESSMENT FOR SAILING COURSES

Hazard	Who is at risk	Control measures	What further action is needed?	Tick if all measure are in place
Environment – Water (M.O.B. drowning)	Clients and staff	<ul style="list-style-type: none"> - Qualified instructor running the course. - Instructor to student ratios not exceeded. - Staff hold current first aid certificates. - Vessel has suitable buoyancy and lifesaving equipment. - VM SOPs followed. - MOB drills carried out. 		
Equipment failure	Clients and Staff	- All equipment is checked prior to a course taking place, logs kept up to date and equipment annual maintenance schedules undertaken.		
Head injury	Clients and staff	- All crew are briefed of the dangers of sailing		
Exposure to weather	Clients and staff	<ul style="list-style-type: none"> - Suitable clothing and footwear - Pre-warn clients of requirements and have spare clothing - Weather forecast obtained, wind and water conditions constantly 		
Seasickness	Clients and Staff	<p>Symptoms;</p> <ul style="list-style-type: none"> - Drowsiness, dizziness, nauseous feeling, pale skin, and having cold sweat are common symptoms of Seasickness. <p>Prevention;</p> <ul style="list-style-type: none"> - Take preventive treatments before sailing. There are over-the-counter drugs which can help prevent Seasickness. However, some drugs may cause drowsiness, so it is better to check beforehand or see your doctor. Before and while on the water, avoid alcoholic drinks and spicy or rich foods. 		
Too much Sun exposure		<p>Prevention:</p> <ul style="list-style-type: none"> - Always apply sunscreen. - Avoid getting sunburn by wearing appropriate clothes. - Wear UV sunglasses to protect your eyes from sun's glare and to avoid eye strain. 		
Dehydration		<p>Symptoms;</p> <ul style="list-style-type: none"> - Warning signs of Dehydration include dryness of mouth, dizziness, and headache. <p>Prevention / Treatment;</p> <ul style="list-style-type: none"> - Replenish the fluids lost in the body. Drink plenty of water and try not to stay out in the sun too much. Severe cases may require medical assistance. 		

Volunteer Yachting Ltd Safety Management System (VYL SMS)

APPENDIX D – EMERGENCY PLANS

Man Overboard (MOB)

Raise Alarm: Shout Man Over Board	
Lookout: Allocate crew member to point at MOB	
Press GPS/ Plotter MOB button	
Throw Life buoy/ Dan buoy/ Smoke flare	
Send DSC MAYDAY Distress Alert	
Clear lines from over the side	
Start Engine	
Furl/ drop headsail	
Mainsail in tight	
Prepare throw/ recovery line	
Manoeuvre yacht back to MOB using engine	
Get Line around MOB	
Recover over stern or using helo strop & halyard	
Treat casualty for any injuries	
Cancel MAYDAY if casualty is not in imminent danger	
Prepare Incident Report	

Fire

Raise alarm: Fire Fire Fire in	
Muster Crew in safe area	
Send DSC MAYDAY Distress Alert	
Cut fuel to fire: GAS/ EMERGENCY FUEL STOP	
Fight Fire: Fire blanket/ Extinguishers	
Prepare to Abandon ship	
Isolate fire area, do not open compartment, boundary cool	
Prepare Incident Report	

Collision/ Flooding/ Rig or Keel Failure/ Grounding/ Pollution Incident

Raise Alarm onboard	
Muster Crew in safe area	
Fix yacht position, prevent further damage	
Investigate damage/ source of damage/ flooding	
Alert shore authorities, MAYDAY if necessary	
Emergency Repairs/ Prepare to Abandon ship if necessary	
Prepare Incident Report	

Gas Leak

Raise alarm	
Muster Crew in safe area	
Switch of Gas at canister	
DO NOT MAKE OR BREAK ANY ELECTRICAL SWITCHES	
Ventilate vessel, assist with MANUAL Bilge pump	
Prepare Incident Report	

Fog

Raise alarm, crew dressed and ondeck	
Fix position, visual, radio and audio listening watch, observe radar and AIS plots	
Sound signals in Restricted Visibility	
Navigation lights	
Engine ready for use	

DISTRESS ALERT AND CALL

A vessel, vehicle, aircraft or person in grave and imminent danger

Activate DSC Alert , HOLD button down	
Select Nature of Distress: Fire, sinking etc	
Wait 15 for alerted vessels to reach their radios	
Check on Channel 16 High Power, MAKE DISTRESS CALL – SLOWLY AND CLEARLY	
MAYDAY MAYDAY MAYDAY	
THIS IS SAILING YACHT VOLUNTEER, VOLUNTEER, VOLUNTEER	
MMSI 235072469	
POSITION: LAT & LONG, or Range and Bearing from local feature	
(Nature of your distress): FLOODING/ FIRE/ COLLISION/ MOB.....	
I REQUIRE IMMEDIATE ASSISTANCE	
THERE ARE PERSONS ONBOARD	
(Relevant Information) eg. WHITE HULL, ABANDONING TO LIFE RAFT etc	
OVER	
Prepare Incident Report	

VOLUNTEER YACHTING LTD - <u>ACCIDENT REPORTING FORM</u> - YACHT 'VOLUNTEER'			
This Form is to be completed as necessary, leave onboard and scan and email to: operations@volunteeryachting.com			
Charterer Name:-		Date OUT:- / /	Date IN:- / /
Charterers Contact Number:-		Charterers Email:-	
ACCIDENT DETAILS (give as much detail as possible, date, time, position (lat/long), other parties involved & damage etc.) Take photos if possible.		Actions Taken by Charterer	VYL Use & Comment
Further Remarks (if any):-			
Contact VYL Ops Manager: Mike Critchley: 07773417114 (or VYL team listed in SMS) with details of accidents as soon as possible <u>DO NOT ADMIT LIABILITY</u>			
Signed Charterer:-		Date / /	Signed on behalf of VYL:- Date / /
Form Updated March 2019			

Volunteer Yachting Ltd Safety Management System (VYL SMS)
APPENDIX E – Maintenance

Volunteers Maintenance Routine is monitored by each handover check list, (Appendix B), and the defect log plus following:

6 Monthly checks, to be recorded in Log Book.

Hull: Keel bolts, gel coat, hull openings, hose security, bilge pumps.

Rig: Check standing and running rigging, lifelines, jackstays

Engine: Hoses, strainers & belts.

Electrics: Batteries, terminals and their security.

Annual: to be recorded in Log Book.

Hull: Anodes, rudder, steering cables, through hull valves

Rig: Inspection

Engine: Service plus sail-drive unit & propellor

Electrics: Inspection.

Safety Equipment: Gas, Extinguisher, Liferaft, Lifejacket, Lifelines, Danbuoys, Emergency lights, flares, EPIRB, Handheld VHF

Fresh water: Clean, sterilize tanks.

Volunteer Yachting Ltd Safety Management System (VYL SMS)
APPENDIX F – Record of Changes

Date	Section	Issue No.	Remarks.
June 19	Introduction	v2	Updated contact details
June 19	App A Certificates	v2	Contact details amended
June 19	App B Overview	v2	Check list updated
June 19	App C Risk	v2	Updated
June 19	App D Emergency	v2	Updated
June 19	App E Maintenance	v2	Updated
June 19	App F Changes	v2	Updated