

Content

Document revision information

List of abbreviations

Statement of objective

- 1. Responsibility CSP personnel**
- 2. Organisation winch room**
- 2. a Individual responsibilities CSP personnel:**
- 3. General Safety Procedures**
- 3.a Procedures on leaving the bay**
- 4. Communication**
- 5. Swimmers**
- 6. Rescue boat**
- 6.a Manning of the rescue boat.**
- 7. Emergency equipment**
- 8. Exercises**
- 9. RAHRC Search and rescue (SAR)**
- 10. Local Emergency Control Centre LECC .**
- 11. Levels of SAR Response**
- 12. Level-1 SAR Response**
- 13. Level-1 SAR Response actions**
- 14. Level-2 SAR Response, as per PDO procedure PR-1065.**
- 15. Level-2 SAR Response actions.**
- 16. End of SAR**
- 16.a RAHRC: emergency response log**
- 17. RAHRC power boats**
- 17 a. The Sailing Committee Boat (SCB).**

Procedures and responsibilities waterfront RAHRC

Draft version 12

19 March 2017

- 18. Limits for use of the RAHRC power boats**
- 19. Launching retrieving power boats**
- 20. Minimum equipment to be carried**
- 21. Club Ice room**
- 22. Club fishing community**
- 23. RAHRC Diving operations (to follow)**
- 24. Restricted off shore areas**
- 25. PDO Pilot Harbour / Shallow water mooring**
- 26. International regulations for Preventing Collisions at Sea**
- 27. Use of the club winches.**
- 27a. Maximum capacity CSP Winches**
- 28. Private boats / Club Power-boat parking slots**
- 28. Pool safety (to follow)**

Appendix A : RAHRC Kayak Section Rules

Appendix B : Winch Operating Instructions (v.6) 05.06.2014

Appendix C : Using Club Fishing Boats, Version 1- 18 March 17

Procedures and responsibilities waterfront RAHRC

Draft version 12

19 March 2017

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Custodian: PDORC Club Manager

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Registered Document Users:

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PDO Coastal LECC and LEBC
PDO UIT/4 – Port Authorities
RAHBC Commodore
RAHRC Diving Section
RAHRC Fishing section

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Procedures and responsibilities waterfront RAHRC

Draft version 12

19 March 2017

List of abbreviations

CRB	Captain of the Rescue Boat
CSP	Club Safety post
CSPC	CSP Contact
CSPP	CSP Personnel
GPS	Global Positioning System
LEBC	Local Emergency Base Controller
LECC	Local Emergency Control Centre
PDORC	PDO Recreation club
RAHRC	Ras al Hamra Recreation Centre
ROP	Royal Omani Police
SAR	Search and Rescue
SCB	Al Ghuraibi / Sailing Committee Boat
WASAR	Water Assistance and Search and Rescue

Statement of objective

This document aims to clarify PDORC responsibilities and procedures with respect to PDORC water based activities with the intent to enhance the safety of members, their guests, club staff and safeguarding the club's assets.

Procedures and responsibilities waterfront RAHRC

Draft version 12

19 March 2017

1. Responsibility CSP personnel. CSP personnel, be it boatmen, winchmen or life guards as mentioned in their contracts are all equal and should all have capabilities as boat men, winchmen or life guards and are all as such each capable of manning the RAHRC CSP individually. The lifeguards at the swimming pool shall support CSP personnel as required and assist in case of an emergency.

a. CSP personnel shall:

- i. Maintain general safety and RAHRC safety procedures along the RAHRC waterfront.
- ii. Activate the WASAR organisation via the WASAR What's App group as required.
- iii. Support all club sections w.r.t waterborne safety.
- iv. Maintain general safety and RAHRC procedures including the safety of persons on floating devices launched from the RAHRC waterfront.
- v. Monitor actual weather conditions and possible aggressive sea life and oil spills constantly. Green, yellow and red flags and black balls are to be hoisted accordingly.
- vi. Inform all club members through the FO of upcoming adverse weather or expected aggressive sea life so they can make their own risk assessment and take appropriate measures.
- vii. Maintain a list of persons at sea in sailing and power boats plus wind surfers and kayaks launched from the RAHRC waterfront.
- viii. Observe continuous monitoring of all safety communication systems including phone, VHF and walkie-talkie.
- ix. Maintain a daily duty handover log providing all relevant details of the CSP and hand over the duty telephone plus hand held GPS from one to next duty personnel.
- x. Maintain the emergency call list for search and rescue, the WASAR organisation.
- xi. Execute RAHRC Search and Rescue (SAR) procedures through the WASAR organisation.
- xii. CSP shall maintain a working computer connected to the internet.

a. Each morning the CSP personnel shall provide a paper copy of:




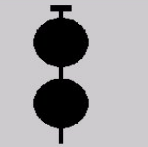
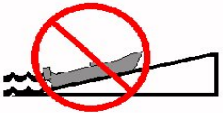
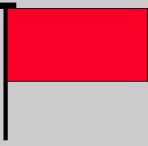



- i. weather, daily plus 5 day outlook
 - ii. current (only if available and relevant) and
 - iii. tidal charts.
- xiii. CSP personnel shall warn relevant section heads, boat owners and front office by email, at least one day ahead of possible adverse weather conditions.
 - xiv. The CSP shall maintain a booking system for the club power boats.
 - xv. Call all relevant numbers on the emergency telephone list appropriate to incidents.
 - xvi. Supervise cleaning of the ramp by removing sand, barnacles and algae.

Procedures and responsibilities waterfront RAHRC

Draft version 12

19 March 2017

- xvii. Uphold maintenance of RAHRC power boats including compilation of the weekly power boats log (check list) for each boat identifying any faults.
- xviii. Contacting Yamaha for regular maintenance i.a.w the maintenance contract.
- xix. Maintain the weekly inspection report of the ramp and beach area conditions and submission of the report to the front office and relevant section heads.
- xx. Maintain the RAHRC rescue boats including compilation of the weekly power boats log (check list) for each boat identifying any faults.
- xxi. Check the status of all CSP equipment including rescue boats on a daily basis and report any malfunction directly to RAHRC management.
- xxii. Certify club members to use RAHRC power boats. A list of certified club members shall be maintained. The two club dive boats are certified by the dive club.
- xxiii. Maintain and allocating the RAHRC boat parking area.
- xxiv. Maintain a full set of relevant nautical publications including nautical charts and digital tide tables for use by all sections in the winch room.
- xxv. Support special RAHRC events w.r.t launching and safety.
- xxvi. CSP personnel shall assist with the planning of all major water borne club events as required by section heads and shall be invited to all safety briefings with respect to water borne events.**
- xxvii. Maintain the club winch, ice and engine room.

flag / signal		RAS AL HAMRA BOAT CLUB - WARNING SIGNALS	
	Jellyfish proceed at own risk		
	No boat launching boat launching / recovery prohibited		
	No access to sea by ANY means		
			

Call 5555 in case of Emergency. Contact RAHRC Security staff in case of problems. RASALBO Boat Office

A green flag indicates that the sea is safe for all waterborne activity

Procedures and responsibilities waterfront RAHRC

Draft version 12

19 March 2017

2. Organisation winch room. The CSP organisation aims to support all RAHRC water borne sections and therefor resides directly under, and reports directly to RAHRC club management through the Club Maritime HSE advisor.

- a. CSP personnel and procedures shall be supported by all relevant sections and section heads including the sailing, diving, fishing and kayak sections.
- b. Any disputes or complaints that cannot be solved between section heads or club members and CSP personnel shall be forwarded to the club management.
- c. CSP personnel may be assisted by one or more volunteers as authorised by the RAHRC club management including volunteers for SAR operations from the WASAR organisation.

2. a Individual responsibilities CSP personnel:

Martin Raghavan	Boat parking	Engine Maintenance
Murshid	Rescue boat	Power boats training / Petty cash
Said Alabri	Power boats training	Winch room Document / Club boats
Said Al Hassini	storage/ keys / Club kayaks	Emergency equipment / club stand up paddle and surf boards

3. General Safety Procedures. The responsibility for safe water based activity remains fully with the person exercising this activity and the parents supervising their children and guests however, in order to enhance safety these RAHRC guidelines are to be followed at all times. Neglecting RAHRC guidelines may have consequences as defined by club management.

- a. Weather conditions and possible aggressive sea life are to be constantly monitored by the CSP personnel. Green, yellow and red flags and appropriate ball codes are to be hoisted accordingly. All RAHRC members and guests are to respect the indicated codes.
- b. CSP personnel is the only authority allowed to determine the off shore safety. Red / yellow flag shall be hoisted at their discretion and their discretion only. All water born activity from the RAHRC shall be postponed if the red flag is hoisted and the ramp shall be cordoned.
- c. Any water based activity outside CSP personnel duty hours is not recommended. Person deploying activity outside the CSP personnel duty hours and outside the RAHRC bay shall report this activity to the CSP via the CSP email address prior to their activity.
- d. Any water based activity from the RAHRC before sunrise and after sunset is strictly forbidden without explicit permission of club management.

Procedures and responsibilities waterfront RAHRC

Draft version 12

19 March 2017

- e. All persons leaving the RAHRC beach on a floating device shall either wear a buoyancy aid or life vest. Power boat crew may have their life vest standby.
- f. CSP personnel is authorised to cancel any launch in case of non-compliance to RAHRC procedures and club management may follow up with disciplinary measures.
- g. The RAHRC, through the CSP personnel, shall operate and maintain one dedicated large rescue boat with all relevant rescue equipment on board. Under no circumstances may the rescue boat be used for other purposes than search and rescue operations (SAR).**
- h. The RAHRC shall maintain the CSP including the winches.
 - i. The winch shall be maintained to PDO standard with the assistance of the PDO lifting and hoisting expert.
 - ii. The CSP shall be fitted with a full up to date emergency medical kit including a respiratory set.
- i. The RAHRC shall man the CSP with at least one lifeguard on duty from:
 - i. Week days 0830 till 19:30, one shift from 8:30 to 4:30, one shift from 10:30 to 19:30
 - ii. Weekend days: 0600 till 1900 (preferably two-man duty). One person from 06:00 to 2:30, 2 life guards from 10:30 to 19:30.
 - iii. During specific club events as required.
 - iv. During Ramadan timings may be amended.
- j. All CSP personnel shall complete a periodic first aid course with a focus on emergency respiratory procedures.
- k. Every Friday and Saturday and prior to major water based events from the club the rescue boat shall be tested, fully equipped and anchored off the ramp weather permitting.
- l. During week days the rescue boat shall be tested daily and ready to be launched.
- m. If the large rescue boat is out of service, all off shore water based activity, except swimming from the RAHRC beach, shall be postponed (including sailing, kayaking and fishing) until the rescue boat has been made operational again.
- n. Under reasonable weather conditions and forecast the rescue boat may temporarily be replaced by another club asset. Swimming may continue under cover of kayak or small inflatable used as rescue boat at discretion of the CSP personnel.
- o. If the winch is unserviceable and the rescue boat cannot be launched, all off shore water based activity from the RAHRC shall be postponed (including sailing, kayaking and fishing). Swimming may continue under cover of kayak or small inflatable rescue boat at discretion of the CSP personnel.

Procedures and responsibilities waterfront RAHRC

Draft version 12

19 March 2017

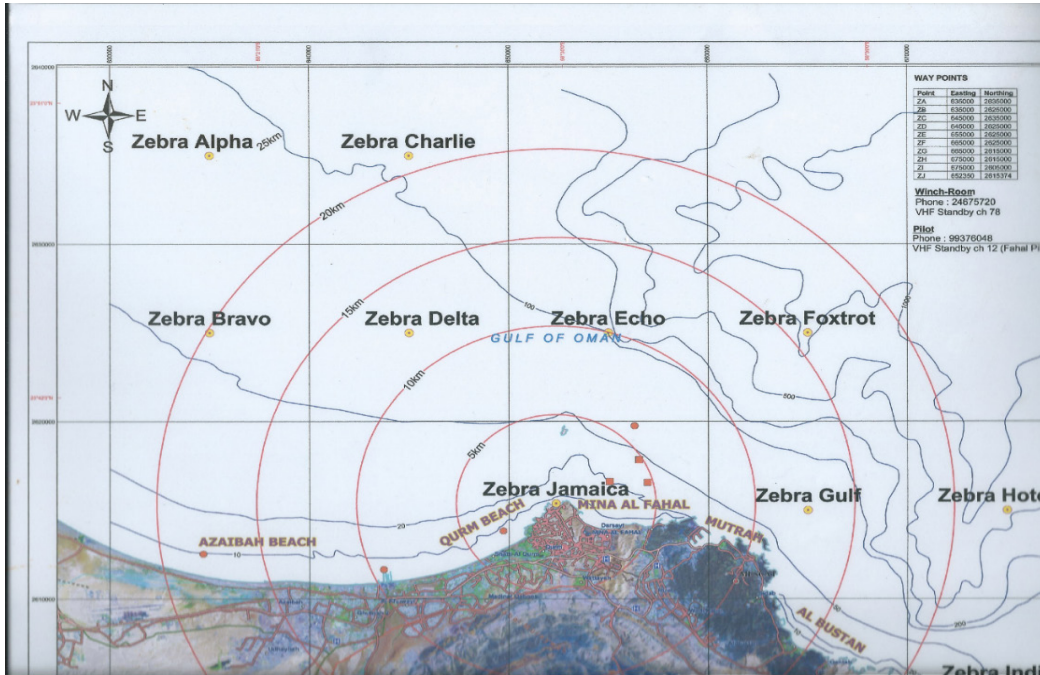
3.a Procedures on leaving the bay

- a. Anyone leaving the RAHRC beach on a waterborne device shall inform the CSP and note the logbook with :
 - i. Number of persons on board
 - ii. Estimated time of return
 - iii. Indication of the intended route
 - iv. Deviation of the route is to be communicated with the winch room.
- b. All persons (except divers, groups of swimmers or kayakers), that plan to leave the RAHRC beach in a motor or sailing boat or those that intend to leave the beach beyond the buoys in any other floating device are to leave their helm or diving ticket in the Club Safety Post. Also the contact data of the next of kin should be provided. After returning all are to collect their ticket from the winch room. If at the end of the day any tickets remain, the CSP personnel shall call the mentioned mobile and ICE number. If the person has not been located SAR shall be initiated.
- c. Divers, groups of swimmers or kayakers may inform the CSP by email of off-shore intentions providing all names of participants and POC.
- d. Persons that plan to leave the RAHRC beach in a motor or sailing boat or those that intend to leave the beach beyond the buoys in any other floating device are to use the depicted grid system to indicate their destination. The coarse grid can be broken down to a fine grid for instance Zebra Echo North East or Zebra Jamaica centre.

Procedures and responsibilities waterfront RAHRC

Draft version 12

19 March 2017



4. Communication. Club management shall maintain communication systems for CSP personnel by a fixed phone in the CSP including an outside alarm, the duty mobile phone, a VHF set in the CSP & one on the rescue boat and a walkie-talkie set with the life guard at the swimming pool.

CSP fixed line: 00968 24675720 (out of order)
CSP duty mobile telephone: 00968 97215896 (no what's app)
CSP Recue boat mobile tel: 00968 97096890 (no what's app)
CSP email address: rahrcwinchroom@gmail.com
CSP VHF channel: 16/12 safety - 06/ 87 administrative ops

Procedures and responsibilities waterfront RAHRC

Draft version 12

19 March 2017

- a. CSP personnel shall monitor all communication systems, including VHF (channel 16/12), throughout their duty hours. The CSP telephone shall have an outside speaker to alert personnel of an incoming call when out of the winch room.
- b. Duty personnel shall monitor the duty mobile phone at all times and store the device in a water tight bag when relevant.
- c. All RAHRC waterborne assets and devices leaving the RAHRC beach, including long-distance swimmers are to maintain a fully powered working mobile telephone in a water tight bag or case with at least:
 - i. Tel number CSP and duty mobile (ref para 4 communication).
 - ii. Tel number hot line coast guard (00968 24714888).
 - iii. PDO duty pilot (00968 9937 6048).

5. Swimmers. Swimming is only allowed within the buoys under favourable weather conditions.

- a. Swimming outside CSP personnel duty hours is not recommended.
- b. Swimming from the RAHRC beach front before sunrise and after sunset is strictly forbidden.
- c. Long distance swimmers, outside the buoys, are to be escorted by either a manned boat, canoe or kayak or other sufficient floating aid with mobile phone.

6. Rescue boat. RAHRC management shall maintain two fully equipped, dedicated rescue boats. The larger rescue boat is designed to operate outside the RAHRC bay. The small rescue boat is designed to operate within the club bay and/or in tandem with the SCB.

- a. Both rescue boats shall have a direct maintenance contract (Yamaha 24-hour call service)
- b. The large rescue boat may only be used as rescue boat and for training purposes. All other activities are forbidden.
- c. The large rescue boat shall be fitted with a working VHF that can monitor multiple channels.
- d. Sea state permitting, during weekend days and with special events, both rescue boats shall be anchored off shore close to the ramp on the anchor buoys ready to go.
- e. During special events such as, but not limited to the annual regatta and the Fahal swim the large rescue boat will be manned by CSP personnel and trained volunteers as safety boat and positioned at the centre of activity of that special event.
- f. In any emergency response the rescue boat shall be manned by at least one qualified member CSP and a minimum of one assistant with a strong preference for 2 assistants from the WASAR organisation.

6.a Manning of the rescue boat. Only RAHRC qualified CSP personnel supported by trained WASAR volunteers holding a ticket for this boat are allowed to man the large rescue boat.

Procedures and responsibilities waterfront RAHRC

Draft version 12

19 March 2017

CSP - SAR personnel shall hold certificates for :

- a. (Oman Sail) powerboat course
- b. Life guard training
- c. Winch operator
- d. First aid course
- e. Club helm ticket

Each waterborne section is invited to provide two able bodied WASAR volunteers preferably with previous powerboat experience in support of level 1 and 2 SAR. Paragraph 10 onwards refers. After RAHRC internal training these volunteers will receive a helm ticket for both the small and large club rescue boats.

CSP personnel will maintain an up to date list of club WASAR volunteers. In case of an emergency the club WASAR volunteers will be informed by email, what's app and /or phone. The first preferably two volunteers present at the CSP will launch the rescue boat and execute the SAR together with CSP staff.

In order to maintain a high level of readiness, club management will initiate periodic WASAR exercises involving both CSP personnel and club WASAR volunteers. Para 8 refers.

7. Emergency equipment. The following equipment shall be kept and maintained by the CSP personnel ready for any emergency response action. The CSP personnel are responsible (by informing the club management of any deficiencies), that the equipment is always available and in good condition. A weekly inspection with a signed off check list shall confirm its condition/state.

- a. Small rescue boat
 - a. Three life vests
 - b. Minimum of 30 litres of fuel
 - c. GSM
 - d. Hand held GPS
 - e. Flares (hand held smoke)
 - f. First-aid kit (equipped as per SP-1230)
 - g. Towing Rope
 - h. 2 Paddles
 - i. Drinking Water (2 litres)
 - j. Fire Extinguisher (2 powder type 1 kg each)
 - k. Life Ring with rope
 - l. Torch
 - m. Knife
 - n. Plastic bailer
 - o. Emergency blanket (foil type for hypothermia)

Procedures and responsibilities waterfront RAHRC

Draft version 12

19 March 2017

- b. Large rescue boat
 - a. Five life jackets of which two professional self-inflating vests
 - b. Minimum of 100 litres of fuel
 - c. VHF radio
 - d. GSM as a back-up to the VHF
 - e. GPS (Hand held)
 - f. Compass
 - g. Flares
 - h. First-aid kit (equipped as per SP-1230)
 - i. Towing Rope
 - j. Binoculars
 - k. 2 Paddles
 - l. Drinking Water (10 litres)
 - m. Fire Extinguisher (2 powder type 1 kg each)
 - n. Life Ring with rope
 - o. Search light and Torch
 - p. Anchor with 100 m line
 - q. Basic tools kit (for engine emergencies)
 - r. Knife
 - s. Plastic bailer
 - t. Emergency blanket (foil type for hypothermia)

- c. Winch-room
 - a. Telephone (no: 2467-5720) add duty phone
 - b. VHF radio base station
 - c. Log book to note events and communications.
 - d. Nautical chart with marked sectors.
 - e. Binoculars
 - f. Flash light
 - g. List of emergency contact numbers

8. Exercises. In order to maintain a high level of readiness and adjust procedures as required, RAHRC management shall periodically initiate both table top and life exercises including:

- a. Monthly general search and rescue (SAR) exercise alternatively including sailing, diving and fishing sections and possibly PDO duty pilot by activating the WASAR organisation.
- b. Once per quarter, if at all possible an exercise including participation PDO Local Emergency Control Centre.
- c. Specific diving-accident exercises are to be planned in collaboration with the RAHRC diving section.
- d. Specific search and rescue exercise for sailing boats are to be planned in collaboration with the RAHRC sailing section.

Procedures and responsibilities waterfront RAHRC

Draft version 12

19 March 2017

9. RAHRC Search and rescue (SAR). SAR is coordinated by the CSP personnel. CSP personnel is to be assisted by all capable club members available at the time of the SAR to assist with communications and launching.

Pending the type of the incident, CSP personnel may activate the WASAR What's App group.

The swimming pool life guard is to terminate pool activity and proceed to the CSP immediately. He will remain at the CSP as long his assistance is required.

- a. **Identification of an Incident.** The person or craft in distress is generally identified by visual contact, mobile-phone, VHF radio or the CSP log-board (if the person has failed to return within 30 minutes of the stated expected time).
- b. **Initial Reaction by the CSP personnel.** Pending the type and severance of the incident the CSP may activate the club WASAR organisation.
- c. **Documentation.** CSP personnel shall document the following on a dedicated incident log form as per para 16 A.
 - i. Person in charge of craft in distress
 - ii. Name of craft in distress
 - iii. Type of craft in distress
 - iv. Number of people on board
 - v. Nature of distress and injuries
 - vi. Location of incident
 - vii. Contact details of craft in distress (tel, GSM, VHF) for further contact
 - viii. Nature of assistance required/requested
 - ix. Decide on the level of response: level 1 or level 2.

10. Local Emergency Control Centre LECC . The PDO LECC is located in the MAF terminal building. The person in charge is the Local Emergency Base Controller (LEBC). The LECC/ LEBC is initiated through PDO's 2467-5555 emergency telephone number.

11. Levels of SAR Response: RAHRC SAR procedures are covered by two levels. In short a Level 1 SAR Response applies under favourable weather conditions and in those cases that there is either visual or radio / phone contact with the craft in distress. A level 1 response can be managed safely by club personnel and assets. Level 2 SAR response covers all other distress situations. Level 2 requires external assistance.

12. Level-1 SAR Response. This response is typically required under good weather conditions when a powerboat runs out of fuel or has engine trouble and is located within a range of 10 km from RAHBC or if a sailing vessel has capsized and is unable to right itself without assistance, a windsurfer with equipment damage, etc. This level of response is appropriate typically when following conditions apply:

- a. Weather conditions allow safe to operate the rescue boat.
- b. There is contact, visual or by telephone / radio between the distressed craft and the winch-room or a near-by third-party boat.

Procedures and responsibilities waterfront RAHRC

Draft version 12

19 March 2017

13. Level-1 SAR Response actions. The CSP shall coordinate the level one response by assuming the position of captain of the rescue boat (CRB) or appointing an other qualified boat handler (authorised list of volunteers from the WASAR organisatio) as CRB. Furthermore CSP personnel shall :

- a. Appoint a suitable winch-room contact (WRC) to remain at the winch-room to communicate with the rescue boat.
- b. Locate and assign preferably two approved boat-handlers to accompany the CRB on the rescue -boat (minimum of one is required).
- c. Confirm that required safety equipment is on board and organise the launch of the rescue boat if not yet in the water.
- d. The CRB shall test the VHF radio in the club bay and if working, proceed to provide assistance. If the VHF radio is not working assistance can still be provided if GSM contact is confirmed.
- e. The CRB and/or WRC can at any moment decide to raise the emergency response to Level 2 if circumstances change.

14. Level-2 SAR Response. A level response is managed by the Local Emergency Base Controller (LEBC) from the Local Emergency Control Centre LECC , **as per PDO procedure PR-1065**. This level of response is appropriate typically when one or more of the following conditions apply:

- a. Rough seas and/or strong wind conditions that are not suitable for the rescue boat to be launched from RAHBC
- b. No contact between the distressed craft and the winch-room or a near-by third-party boat.
- c. The CRB has reason to feel the emergency situation is becoming uncontrollable.
- d. The situation is such that the emergency will possibly not be controlled by nightfall.

15. Level-2 SAR Response actions. In these circumstances the CRB shall inform WRC of the issues at hand and request further assistance. WRC (or CRB direct) shall take both the following 2 actions in the order given:

- a. Inform PDO Port Pilot of the situation. This is done through VHF channel 12 (PDO Marine operations standby channel, Call 'Fahal Pilot' or 'Fahal Control') and/or GSM 9376048 (Duty Pilot) or GSM 9376046 (Senior Pilot). The PDO Port Pilot is able to mobilise any of the 3 operational tugs and a large RIB within 30 minutes.
- b. Inform the PDO Local Emergency Base Controller (LEBC) using PDO's emergency number: 2467-5555 and state the required assistance. The following information should be provided :
 - i. His/her name and location
 - ii. Person in charge of craft
 - iii. Name of craft in distress

Procedures and responsibilities waterfront RAHRC

Draft version 12

19 March 2017

- iv. Type of craft in distress
- v. Number of people on board
- vi. Nature of distress and injuries
- vii. Location of incident
- viii. Nature of assistance required/requested
- ix. Contact details of craft in distress and WRC (tel, GSM, VHF) for further contact.
- x. Action being taken by PDO Port Pilot.

CSP personnel including the CRB and WRC shall follow instructions/request from PDO Port Pilot and LEBC.

16. End of SAR. SAR operations are to be ended or postponed only in close collaboration with all organisations involved.

- a. SAR Operations can be terminated / postponed if
 - i. If lost person is found or incident has been solved
 - ii. (weather) conditions bring SAR personnel at risk (discretion personnel on board).
 - iii. In principle after sun set however to be decided on location.
 - iv. As Indicated by the Royal Omani Coast guard
- b. If SAR is terminated /postponed a pre-arranged SAR postponement / termination email should be sent.

16.a RAHRC: emergency response log

Date:

Time:

Emergency Information to be collected by WRC (CSPContact)	
What is the emergency	
Location: Where is the emergency	
Callers name	
Callers contact details (GSM, VHF)	

Procedures and responsibilities waterfront RAHRC

Draft version 12

19 March 2017

Caller location if different from boat	
Name & type of boat	
How many people on board	
Details of any injuries	
What assistance/help is needed (Tow, Medical, Fire, Urgency?)	
Other notes:	

Post Emergency Review with Management on:	(date)
Weather during the emergency:	
Outcome:	
Learning / Follow Up Action:	

17. RAHRC Fishing boats. The RAHRC CSP maintains three small power boats all fitted with 2 x 40 HP engines. These boats are available to all certified RAHRC members for water based activity including fishing.

- a. RAHRC members that wish to use one of the boats are to:
 - i. Be certified and hold a RAHRC powerboat helm ticket for these boats.
 - ii. Sign a RAHRC pay sheet to the amount of 150 OMR. This sheet will be held by the club front office and only be cashed in case of serious damage.
 - iii. Book the boat in a timely manner through the booking system.

Procedures and responsibilities waterfront RAHRC

Draft version 12

19 March 2017

- iv. First come first go however multiple bookings or group bookings shall not be accepted.
 - v. The RAHRC power boats booking will be prioritised to the participants of the club monthly fishing events.
- b. The daily rent for one of the club boats amounts 15 OMR. Payment though club bar chits to the winch room.

17 a. The Sailing Committee Boat (SCB). The SCB shall be maintained by club management. CSP personnel shall submit weekly updates on the status of the SCB to the FO CC the commodore. Fuel for the SCB shall be provided by the user.

The sailing committee boat may only be deployed by club members holding a specific helm ticket for the this boat. A helm ticket for one of the club fishing boats or any other club boat does not service. The SCB shall be equipped with a VHF. Paragraphs 18 to 20 of this document also apply to the use of the SCB.

User priority SCB.

- a. The main purpose of the SCB is to support club sailing activities with an emphasis on the weekends. If required the SCB may be used in tandem with the small rescue boat (ASIS 3.3 tender).
- b. If required the SCB may be used in support of the diving section however only after consult with the commodore.
- c. If SCB is not required in support of club sailing or diving activity the SCB may be rented out to skippers holding a helm ticket for this boat for sightseeing and snorkel excursions. These excursions are to be authorised by the Club Maritime HSE advisor.
- d. The costs for sightseeing and snorkelling excursions will be 5 OMR per person to be paid by club JONAS system.

18. Limits for use of the RAHRC power boats. The RAHRC power boats may only be taken to sea under favourable weather conditions. The user is to satisfy himself that the sea state, swell, wind conditions and visibility will be suitable throughout the intended trip.

- a. The crew of the boat shall exist of at least two adults of which one holds a powerboat helm ticket for the specific type (Fishing boat , SCB, RB). Helm tickets for the different type of power boats are not interchangeable.
- b. The boats have been designed to accommodate passengers in accordance to the certificate.
- c. The club fishing boats may not take more than four adults on board.
- d. The user is to inform the CSP personnel on the intended trip, number of persons on board and the expected time of return.

Procedures and responsibilities waterfront RAHRC

Draft version 12

19 March 2017

- e. The boats may not be used for water skiing nor are they allowed to pull any device through the water.
- f. The boats may only be used if;
 - i. the boat is declared safe for use based on the weekly test run
 - ii. during daylight hours,
 - iii. both engines are operational and
 - iv. a working bung plug has been inserted
 - v. (both) fuel tanks are fully topped up.
 - vi. The boats may only be taken to sea if the bilge pump is working correctly. A lens bucket is mandatory.
 - vii. the user has a working mobile phone with all required emergency numbers.
 - viii. all passengers have an operational life vest (not a floating device)
 - ix. emergency medical kit and fire extinguisher are on board
 - x. at least one operational anchor with a minimum of 50 -meter anchor cable is on board.
 - xi. an emergency pyrotechnic hand held smoke signal is on board (warning mirror is optional).
- g. The user shall collect his own fuel (regular) from a gas station off the club.

19. Launching retrieving power boats. The user / owner is responsible for safe launching and retrieving of the power boat. They will however be assisted by the CSP personnel. Directions of the CSP personnel are to be followed at all times.

- a. The advice of the CSP personnel is binding. If for any reason the CSP personnel do not assess the situation to be safe, the launch or retrieval will be cancelled.
- b. Only personnel on the formal winch operating list are authorised to operate the winch.
- c. Any personnel movement aside or astern of the launching boat is strictly forbidden.
- d. If, despite all efforts to assess the weather, the sea state at the ramp has exceeded approximately 0.5 meter or if user or CSP personnel are not happy with situation at the ramp, the boat shall not be retrieved at the RAHRC ramp but moored at the PDO pilot harbour. CSP personnel shall then inform the duty pilot.

20. Minimum equipment to be carried. Minimum equipment to be carried by craft using the club facilities are :

a. Power-boats:

- a. One life jacket per person plus one reserve
- b. 2 hand held smoke flares
- c. GSM or VHF radio
- d. Anchor with minimum of 100 m of line
- e. Fire extinguisher
- f. 1 Liter or more of drinking water per person on board
- g. First aid kit
- h. Compass (strongly recommended)

Procedures and responsibilities waterfront RAHRC

Draft version 12

19 March 2017

- i. Torch (strongly recommended)
 - j. Bucket
- b. Sailing Boats:**
 - a. One Life Jacket or buoyancy aid per person
 - b. GSM
- c. Windsurfers/ other**
 - a. Life jacket or buoyancy aid
 - b. GSM in waterproof pouch /container (strongly recommended when alone)
- d. Kayaks (reference is made to appendix A)**
 - a. Life jacket or buoyancy aid/PFD
 - b. GSM waterproof container/pouch
 - c. Water pump for closed cockpit kayaks (if solo paddling outside the bay)
 - d. Paddle float for closed cockpit kayaks (if solo paddling outside the bay)
 - e. Leg or paddle leash for surf skis (if solo paddling outside the bay)

21. Club Ice room. The primary purpose of the ice machines in the club ice room is to serve the club fishing community. Only after explicit permission from the CSP may anyone remove ice from the ice room.

- a. Club fishermen are allowed to take ice for their fishing trip as required without charge
- b. Pending availability and at discretion of the winchmen, non-fishermen may purchase no more than 10 ltr ice (bottom normal icebox) from the winch men after signing a club chit worth 2 OMR

22. Club fishing community. The fishing community is to support CSP personnel where possible and could be requested to help in case of a SAR operation. Members of the fishing community are advised to confirm to these procedures.

23. RAHRC Diving operations. To follow

Procedures and responsibilities waterfront RAHRC

Draft version 12

19 March 2017

24. Off Shore Restricted Areas. Below inset provides general information from the formal BA nautical chart on general maritime practice in the vicinity of the RAHRC.

CURRENTS
 Currents in the area cover weak and variable, being m local winds. Average rates a knot but may increase durin 0-7 knot. There is a slight p -easterly currents, more not and October, but count experienced within 5 mil further information see Directions.

DEPTH
 Many of the areas on this systematically surveyed. D from miscellaneous lines o old leadline surveys. Ur exist. For further details, se

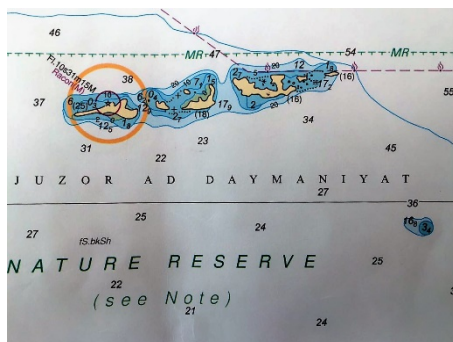
PORT SULTAN QĀBOOS
 Vessels inbound to or outl Qāboos are required to j eastward of the PDO Fai 58°32' -5E).

FISH HAVENS
 Numerous fish havens e Usually they are located coast and may occur in and anchorages.

RESTRICTED AREA
 Vessels must not enter th accompanied by a pilot.

a. **The PDO restricted tanker loading area.** The PDO tanker loading area, the restricted area, roughly covers the water between the coast, Al Fahal Island and the weather buoy. Within this area PDO executes tanker loading operations. Club assets are to keep clear of this area and under no circumstances my tankers within this area be approached. Any complaints from the PDO pilot organisation will be taken very seriously and may lead to disciplinary measures

b. **Juzor Ad Daymiyat. The Dymaniyat islands are a truly wonderful set of Islands to the West of Muscat.** The area around the Daymaniyat Islands is a nature reserve. Within this area fishing, anchoring diving and approaching within 200 meters of any island are stickily prohibited without a permit from the Oman Ministry of Environment and climate affairs. The 40 HP Club Power boats are not designed to travel the distance from the club to the islands and



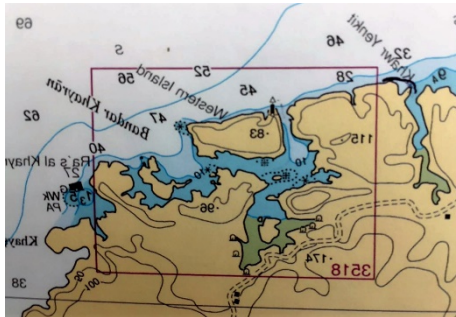
Procedures and responsibilities waterfront RAHRC

Draft version 12

19 March 2017

are therefore only allowed to travel to these islands in a well organised group including a mother ship with VHF. Club management is to be informed on a trip to the Daymaniyats with any club assist. A permit from the Oman Ministry of Environment and Climate affairs is to be obtained by the trip commander.

- c. **The port of Muthra and the Palace Bay.** Except in case of an emergency no club assets are allowed to enter either Mutrah Harbour or the Muscat Palace bay.
- d. **The embassy area.** The coastal strip in front of the embassy area to the west of Shatti beach should be avoided. Any directions from the coast guard should be followed immediately.
- e. **Bandar Khayran.** The 40 HP Club Power boats are not designed to travel the



distance from the club to Bandar Khayran and are therefore only allowed to travel this area in a well organised group including a mother ship with VHF. Club management is to be informed on a trip to the Bandar Khayran with any club assist.

25. PDO Pilot Harbour / Shallow water mooring. The PDO pilot organisation maintains two shallow water mooring buoys in the PDO pilot harbour. RAHRC boats are allowed to use these moorings in case of adverse weather conditions under which club boats cannot be safely retrieved via the club ramp.



It should be noted that the PDO Pilot Harbour is ISPS approved. The International Ship and Port Facility Security Code (ISPS Code) is a comprehensive set of measures to enhance the security of ships and port facilities, developed in response to the perceived threats to ships and port facilities in the wake of the 9/11 attacks in the United States" (IMO). The PDO harbour is a hard-hat area.

Procedures and responsibilities waterfront RAHRC

Draft version 12

19 March 2017

- a. Any persons on club assets entering the PDO Pilot Harbour shall respect the security measures within the harbour and follow any instructions given by PDO harbour personnel including security personnel at the road side entrance to the harbour.
- b. If entrance is denied by the security personnel, this decision should not be challenged.
- c. The use of the PDO Pilot Harbour shallow water buoys by club assets is an emergency measure. Only personnel is to disembark via the harbour. All equipment is to be left on board and to be retrieved after return to the club.
- d. Access from sea to the PDO harbour is only allowed after CSP personnel has contacted the PDO duty pilot.
- e. Only the PDO duty pilot can grant permission to enter the harbour and moor on the buoys.
- f. Boats are to be returned to the club as soon as possible after the swell / sea state has subsided.
- g. Retrieval of the boats back to the club is a responsibility of the last user. Mooring of more than a few days is unacceptable.
- h. Access from land should be avoided. No cars are to be taken within the harbour perimeter without explicit permission through club management.
- i. In the past rope connections to the moorings have chafed through resulting in stranding and severe damage. All club boats are to be connected to the shallow water mooring buoys using a metal chain. In general the anchor chain will service.
- j. Under no circumstances may the ramp or other facilities, other than the mooring buoys at the PDO Harbour be used to retrieve a boat or equipment without explicit permission of the PDO harbour organisation through RAHRC management.
- k. Failing to adhere to the above may lead to disciplinary measures as decided by club management.

26. International regulations for Preventing Collisions at Sea. The IRPCS have been attached as link for reference. In short

- a. As a recreational craft , no club asset may hamper the safe navigation of a professional vessel and shall always take timely measures to ensure a safe distance between the club craft and the professional vessel be it a tanker, a professional sailing vessel or even a local fisherman.
- b. A recreational motor boat shall give way to a recreational sailing boat.
- c. If two motor boats approach each other head on, they shall both alter course to Starboard (to the right).

https://en.wikipedia.org/wiki/International_Regulations_for_Preventing_Collisions_at_Sea

27. Use of the club winches (Appendix B refers). The club maintains two winches. One main winch to operate on the ramp and one to shift boats to the upper boat parking area. The main winch has a straight SWL of 1.5 tones. The upper winch has a straight SWL of 0.75 tones. The winches and cables will be maintained to PDO standard by the PDO organisation including weekly inspections of the winch and cables and a yearly , more

Procedures and responsibilities waterfront RAHRC

Draft version 12

19 March 2017

detailed survey by the PDO hoisting specialist. To avoid interruption of the club activity as result of non-availability of the winch, the winch cable shall be certified at least two weeks before the expiration.

27a. Maximum capacity CSP Winches and ramp. Allowing for shock and ramp slope the maximum boat weights are as follows:

- a. The maximum weight of a boat including trailer, fuel and stores on the lower main ramp is 2.5 tonnes.
- b. The maximum weight of a boat including trailer fuel and stores on the upper ramp is 1.5 tonnes.
- c. The maximum trailer length for safe operation on the lower winch is 27 ft.

28. Private boats / Club Power-boat parking slots. The RAHRC has parking facilities for private powerboats for her members only. An application form shall be submitted to the CSP and is to be accompanied by copies of the registration and insurance documents as well as the details of the boat and trailer including lengths and widths (maximums in all cases). All owners must be named individuals. Pending the number of applications and available slots, a parking slot may be assigned or applicant may be submitted to a waiting list.

- a. **Responsibly boat parking.** RAHRC takes no responsibility whatsoever for any boat left/parked within the Boat Park. Any boat that is not removed from the Boat Park by the owner when required to do so, (or any boat for which the owner is no longer traceable for a period of six months) will become the property of RAHRC and may be retained by the club for use by members or sold by auction.
- b. **Type of slots.** Parking slots are divided into three categories - Upper Park; Uncovered Lower Park; and Covered Lower Park. The application should clearly state for which category the application is made. Initially a slot may come available in the Upper Park and a subsequent application would be needed to move to another slot.

Procedures and responsibilities waterfront RAHRC

Draft version 12

19 March 2017

- c. **Insurance and markings.** All boats launched from or parked at the Boat Park must carry at least third party liability insurance and a current registration document. The annual renewal of this registration and insurance is the responsibility of the boat owner(s). Each boat must have its Name, Port Registration Number (MSQ xxxx) and Type of use (Pleasure/Diving) painted clearly on the hull above the waterline in both English and Arabic.
- d. **Seaworthiness.** All boats parked at the Boat Club must, in the opinion of the RAHRC management, be seaworthy. Upon launching, they must carry all the safety equipment listed in para 20 of this document. Any boat considered to be not-seaworthy or failing to carry the required safety equipment, may be removed from the Boat Park and the slot forfeit.
- e. **Launching.** Responsibility for the launching and use of private boats lies entirely with the boat owner(s) however CSPpersonnel has an overriding veto on whether or not any boat may be launched for whatever reason.
- f. **Maximum dimensions trailers.** All private boats parked at the Boat Club must sit entirely within the maximum length and width of their trailers (excepting the engine that may protrude from the back of the trailer). The maximum permitted width of a trailer (at its widest point including the wheels) in the Boat Park is 2.8m. The maximum permitted length of a trailer (including towing ball/hoop) in the Boat Park is 7.5m.
- g. **Technical specifications trailers.** Boat trailers should be in good technical order, safe for launch and retrieval of the boats. CSPpersonnel may reject a trailer that in their opinion is not safe to use. The following items are of particular concern: Winch attachment to trailer - the hoop at the front and main trailer frame must not be rusted to the extent there is a danger of failure; Trailer wheels (inc. jockey wheel) axles, and fittings must be in good condition; The attachment of the boat to the trailer must be capable of withstanding the stresses placed upon it - A towing strop or chain of dimensions appropriate for the size of boat must be used. (A chain/strop fixed to the trailer with a hook on the other end to catch the boat and set it in exactly the right position on the trailer is recommended).
- h. **Removal of boats.** Boats not or rarely used over a 6-month period, boats that are not in a seaworthy condition, boats without an engine, boats with a trailer that cannot be moved safely or boats without a valid registration or insurance may be removed from the Boat Park and the slot forfeit. The decision on this is taken by club management. When asked to remove their boat the boat owner shall do so within 1 week of the club management request. If the boat is not removed by the boat owner within that time removal of the boat can be arranged by club management at full cost to the boat owner and at no responsibility whatsoever to the RAHRC or RAHRC management.
- i. **Cars.** Cars may not be parked in the Boat Park at any time other than with permission of the duty CSPpersonnel.
- j. **Welding and Grinding.** Welding or grinding work (or any work that would warrant the equivalent of a "Hot Permit" in PDO terms) on boats in Boat Park may only take place in the middle of the Upper Park well away from other boats.
- k. **Fuel storage.** The storage of fuel in containers outside of a private boat within the Boat Park is prohibited. Fuel containers used inside a boat must be of a type designed for containing fuel.

Appendix A : RAHRC Kayak Section Rules

A - Safety

- (1) Kayakers must comply with RARBC Kayak Section Rules.
 - (2) **The overriding premise for all kayaking activity is that everyone participates at their own risk. Parents are responsible for the safety and kayaking activities of their own children.**
 - (3) Kayakers must be able to swim confidently wearing normal kayaking clothing.
 - (4) Kayakers must wear a correctly fitted Personal Floatation Device (PFD) or Life Jacket.
 - (5) Kayakers must notify the CSP (Club Safety Post) of their intended journey.
 - (6) Kayakers must carry a mobile telephone in a waterproof container and note the CSP duty telephone number.
 - (7) The CSP personnel have the over-riding and final decision on whether a kayaking activity may go ahead.
-

Procedures and responsibilities waterfront RAHRC

Draft version 12

19 March 2017

B - Club Equipment

- (1) Club equipment (kayaks, paddles and/or buoyancy aids) are stored near the CSP (Club Safety Post) and must be signed-out in the CSP, leaving membership club card with the CSP personnel. Parents will sign on behalf of their children.
 - (2) Club kayaks must not be taken outside RAHRC bay with the exception of participation in organised events/activities.
 - (3) Club equipment may not be borrowed outside of CSP hours and must be returned before CSP closure.
 - (4) Guests may not borrow club kayaks unless accompanied on the water by a club member who shall be responsible for the safe return of the equipment.
 - (5) Kayaks must be lifted or moved with trolley. They must not be dragged on the ground/beach.
 - (6) All equipment must be washed thoroughly with freshwater after use.
 - (7) Equipment damage must be reported to the CSP personnel.
 - (8) Kayaks should be returned to the Club kayak rack near the CSP.
-

C - Organised Events

- (1) Organised events/activities may go-ahead when accompanied by proficient and capable kayakers to lead the group, although individuals shall not be held responsible for the safety and well-being of participants.
- (2) The overriding premise for all organised events and activities is that everyone participates at their own risk.
- (3) The event or activity must be take into account the ability of the least experienced and least capable participant considering distance, weather and sea state conditions.
- (4) CSP (Club Safety Post) must be notified of intended journeys, number of kayakers, kayaks and expected time of return to RAHRC. The sign-out / sign-in board must be completed if the CSP is closed.
- (5) A journey float plan must be lodged with the RAHBC Chair, Sports Secretary and Club management for organised activities that depart or finish outside RAHRC and make use of RAHBC kayak equipment. A journey float plan template is available from the Kayak Section.

Club Equipment Loan Sign-Out Form

I understand and agree to abide with the RAHBC Kayak Section Rules stated overleaf.

Name	Date	Time	Membership No.	Signature (Parent if under 18)

Procedures and responsibilities waterfront RAHRC

Draft version 12

19 March 2017

Version 1.1 06-Feb-2017 Version 1.1 06-Feb-2017

Appendix B : Winch operating instructions (v.6) 05.06.2014

- C1 Read carefully the instructions before starting
- Only RAHRC CSP personnel or authorized persons as per list available in the winch room may operate the winch.
 - Always min. two people should support the operator.
 - Use hand gloves when handling wire rope.
 - Always agree the person in charge (PIC) and hand signals. Finger up is moving trailer up the ramp, finger down is moving trailer down the ramp, clenched fist is stop.
 - Carry out a walk around inspection of the winch (pic.3).

Procedures and responsibilities waterfront RAHRC

Draft version 12

19 March 2017

- Check the wire rope for correct spooling and end termination & make sure clips are tight. Correct spooling means the wire rope is going in the valley between 2 windings and not crossing each other. See (pic.1).
- Check the wire rope terminations (“never saddle a dead horse”, fold back part is called dead end) and shackle (attention correct threading of pin in body) for damage and proper condition (pic.7&8).
- Switch on the mains and ensure power supply (pic9).
- Turn on the pendant (portable control panel) emergency switch (red button) in given direction (pic5).
- Press gently each pendant switch and check for proper function (slow and fast (un)spooling and emergency switch).
- Ensure the proper function of the winch pressure roller (pic2).
- Press the (↓) pendant switch to unspool the required length of wire rope.
- Connect the free end of wire rope to designated point or hook on the boat with shackle.
- Press gently (↑) pendant switch to create the tension between winch and boat. Make sure the speed of the winch is not too fast; otherwise adjust the knob at bottom of pendant control (pic.6).
- When overload alarm beeps, check if the Main Power Supply (MPS) tripped, press the yellow button and put on the MPS (pic.9) and follow the sequence, press the reset & auto on buttons in the control panel unit (pic4), which is located on the winch. Make sure unit will be locked after the reset.
- Press gently (↑) pendant switch to pull the boat with slow speed, make sure there is no obstruction in between and use the wooden stick for guiding the wire rope to avoid uneven spooling.
- Once operation is completed, stop the winch and press the emergency switch and detach the shackle from the boat and keep the rope in its designated place (pic.5).
- Switch off the mains and put winch cover on in case of rain.

Do's & Don'ts

Procedures and responsibilities waterfront RAHRC

Draft version 12

19 March 2017

CII Do's

- Only PDO's approved winch operators should operate the winch and be supported by two personnel.
- Check before start, the end termination wire rope grips (Bulldog) for tightening and position. ("never saddle a dead horse") (pic. 7).
- Ensure the spooling is correct before and after winch operations (pic.1).
- Check pendant control buttons and emergency switch for proper functioning (pic.5).
- Always select a safe speed depending upon weight of the boat (pic.6). Reduce speed when boat is about to cross the ramp ledge to prevent heavy boats slamming into winch.
- Use wooden chocks behind heavy boat trailer wheels when pushing over the ledge when launching to prevent shock load on the winch. Ensure cable is securely fixed and sufficient slack is available to push the boat.
- Always prior to winching, remove any element that may interfere with safe winch operations.
- Spool off as much wire rope as necessary to allow for a smooth connection.
- Wear heavy leather gloves when handling a wire rope.

CIII Don'ts

- Don't exceed winch rated capacity (pic.10).
- Don't operate if you are not trained.
- Don't touch wire rope or hook while in tension or under load.
- Do not use the wrong lifting accessories to connect the load.
- Do not adjust the speed of winch rapidly.
- Do not shock load the winch.
- Do not use frayed, kinked or damaged wire rope.
- Do not operate if unusual sounds are noticed.

Procedures and responsibilities waterfront RAHRC

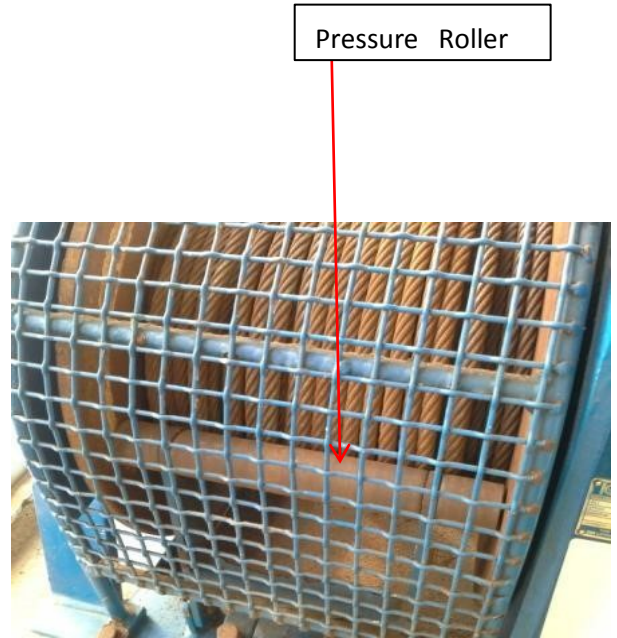
Draft version 12

19 March 2017

- Wire rope angle must be 90 +/- 4 degrees with the axis of the winch: otherwise rope comes off the drum.



Pic.1 Correct spooling
Roller



Pic.2 Pressure



Procedures and responsibilities waterfront RAHRC

Draft version 12

19 March 2017

Control Unit

Main Switch



Auto on

Reset Button

Procedures and responsibilities waterfront RAHRC

Draft version 12

19 March 2017

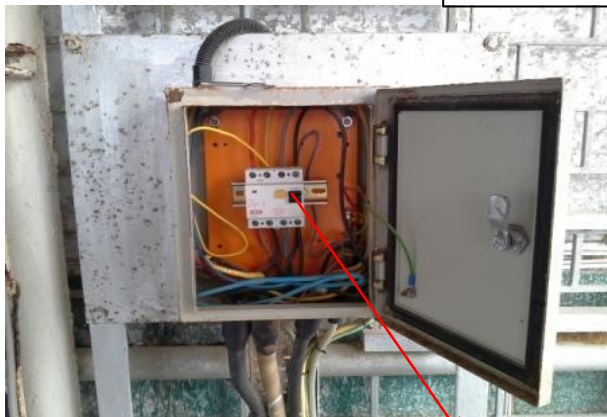


Pic.7 Wire rope termination

Wire rope clips
Correct position

Pic.8 Shackle

Shackle



Pic.9 Main power Switch

Main switch



Pic.10 Manufacturer Data plate

Rated capacity (WLL)
1500kg on 4th layer

Appendix C: Using Club Fishing Boats, Version 1- 18 March 17

Emergency phone numbers

- 1- Coast Guard 24714661**
- 2- Duty Pilot 99376048**
- 3- PDO Emergency 2467555**
- 4- Club Safety Post (Winch Room) 97215896**

Check list to help you remember every procedure to ensure safe and happy boating

General Notes

You may only go out if you have a water tight hull, 2 engines a working bilge pump a fully loaded mobile phone with above contact numbers and you are listed with a helm ticket for these boats.

There is a maximum number of four people allowed on the club fishing boats. At least two must be adult. One must have a valid ticket.

You must always stay within phone range

You must always stay within sight of the coast and Fahal Island.

You must always return before sunset

Do not enter the restricted areas of Fahal Port, the embassy area, Muttrah Port or The Sultan's Palace (Muscat)

When entering or leaving the beach area always keep at right angles to the beach.

When you first arrive

Book your ticket for the trip from the winch room staff and pay your fee.

Collect keys from winch room

Carry out a visual check of the boat

Lift the bow to drain any rainwater from the bilges

Ensure the bung is fitted to the bung hole

Complete the coupling of the fuel cans

Turn on electrics

Check the bilge pump

Check engines are at 30 degrees

Check fuel to engine by starting for very short burst

Procedures and responsibilities waterfront RAHRC

Draft version 12

19 March 2017

At the winch room

Attach the winch line to the cradle
Collect life jackets and emergency kit
Check mobile phone is working and links back to the winch room
Check you have left details of all persons with the winch room
Brief crew on safe launch procedure
Start launch procedure on direction of the CSP personnel

On the ramp

At bottom of ramp climb onto boat, leave crew on ramp
When immersed in water start engines and lower to operating angle
Check water is being ejected from both engines
Instruct crew to release bow line from cradle and board the boat
Reverse the boat off the cradle keep speed to minimum
Check the location of other water users especially swimmers
Set a course at right angles to the beach toward marker buoys
Before crossing the marker buoys do one final check
Are bags and other equipment stored safely?
Crew ready?

On return

Reduce speed at marker buoys and take direct line for starboard ramp
Drop crew at beach and reverse away
Crew collect cradle, contact winch room and reverse cradle to bottom of ramp
Ease the boat into the cradle and crew secure the bow line.
Stop engines and lift to 30o

At top of ramp

Return emergency kit and life jackets to winch room
Report any injuries
Report any damage to the boat to winch room staff
Turn off batteries
Prepare boat for fresh water wash, immerse engines and run with fresh water
Hose down the superstructure and hull return to hard standing

Procedures and responsibilities waterfront RAHRC

Draft version 12

19 March 2017