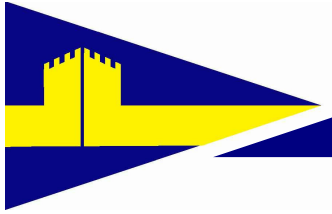


LARGE BOAT HANDLING
MASTER PROCEDURE DOCUMENT

Version Number	Author	Date	Approved By	Date
One	Jim Watson	01.10.09	Exec Committee	
Two	Jim Watson	04.10.09	Exec Committee	13.10.09
Three	Jim Watson	15.11.09		
Four	Jim Watson	27.11.09	Marine Committee	27.11.09



The club Boat Handling Officer is an elected member of MANCOM. He is responsible for organising the large boat handling operations so that they conform to the requirements of the Health and Safety at Work Act (HASAW) and the Lifting Operations and Lifting Equipment Regulations (LOLER).

This paper is to explain the Lifting Officer's duties.

LIFTING DATES

1. At least one year in advance, determine the best dates for lifting which conform to the specified club winter/summer cut-off dates. Take due regard of tide times and heights.
Decide on the best method of movement using the club Sub Lift subject to tide and time
Notify the club's AGM of proposed dates for the following year for planning purposes.

SUB LIFT

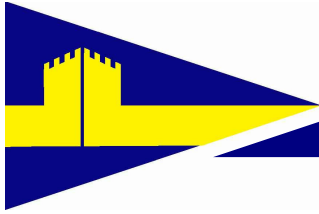
2. The Club will use a Sub Lift boat handler to move boats in and out of the yard.

The Sub Lift boat handling system is a radio-controlled, diesel-engined launching and landing vehicle for boats or other loads. The Sub Lift enables boats to be positioned very securely and manoeuvred easily in confined areas, for example near to trees. The boat is suspended in the lifting straps to ensure that it is kept safe throughout the handling operation.

The vehicle is designed in the form of an open U, which means that the boat can be positioned safely and easily on the supports, cradle, etc. with the lifting straps remaining in place until the boat is stable and secure. The four lifting cylinders, which operate in pairs, allow the boat to be held horizontally throughout the handling operation, irrespective of the angle of the ground.

SELECTION OF BOATS FOR LIFTING

3. The following criteria must be considered:
 - a. Is there space available for the boat in the yard?
 - b. What are the member's wishes?
 - c. Is the member high enough on the waiting list?
 - d. Is the boat size within the club limit?
 - e. Is the boat weight under 12 tons within the Sub Lift limit?
 - f. Is the keel configuration acceptable?
 - g. If a fin keeler, has it got properly fitting legs or cradle or trailer?
 - h. Is the boat's storage agreeable to the MANCOM?
 - i. Is the boat deemed suitable for storage by the Boatswain and Boat handling Officer? eg. fin keelers without properly-fitting cradles/legs/trailers are not suitable).



LIFTING LISTS

- 4 Draw up lifting lists for a series of weekday and weekend days taking the following into account:
 - a. Members' wishes for a weekday or a weekend day lifting as far as possible.
 - b. Fin Keel boats without legs will need to be accommodated on a full wet lift on a spring tide.
 - c. Lists to include tide times, start time, estimated finish time and sunset time for each day, for members' information.
 - d. Time required on site for the movement crews to be calculated according to the number of boats on each day's list. Plan about 6 to 8 boats a day in total dependent on tide for wet or dry lift.

CALCULATION OF START TIMES

- 5 The following must be considered when calculating start times:
 - a. Time when the slipway is accessible to start a dry lift or full wet lift
 - b. Rise of tide from the calculated first and last launching positions on the slip to the next high water, needs to be minimum 1 meter.
 - c. Sunrise must be at or before start time for teams to operate in daylight. Teams need to stop operating before sunset, but boats can go to their moorings after dark if necessary.

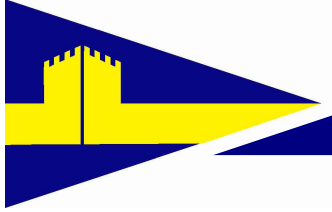
Confirm the Sub Lift Operators and tractor/trailer driver are available early after the above calculations are complete.

INSURANCE

6. The Club is responsible for the club equipment used when on our site, so we must insure the Sub Lift. Also, the Sub Lift Operator, Banksmen and Boat handling Officer operate under the same conditions as agents of the Club and must also be insured.
 - a. Ensure that the Sub Lift is adequately insured
 - b. Ensure that the club's insurance overseer (currently Ian Currie) has arranged for the club's insurance, to be amended to cover the Sub Lift, Sub Lift Operators, banksmen and Boat Handling Officer for these duties.
 - c. Remind all lifting members before each lifting that they have responsibility to insure their own boats and with public liability cover in accordance with the club rules. (£2M in 2009)

DOCUMENTATION and AUTHORISED PERSON

7. Under LOLER, the Club must appoint an "authorised person" and this is the Boat Handling Officer. He is responsible for providing the required method statement and a risk assessment. Also, for ensuring that there are qualified Operators and Banksmen for each operation. The duties of the appointed person are laid down in the British standard code of practice for the safe use of equipment BS7121. The Sub Lift Operators should ask to see the method statement before starting work. There is one separate club statement incorporating spring and autumn, detailing the lifting procedures on the day.



About 3 weeks before each lifting, issue each boat owner with written instructions containing:

1. payment details
2. lifting list with dates that each boat is to be moved and the daily start times
3. operational and safety requirement documents.
4. 'Lifting Process' chart, showing roles, responsibilities, activities and legal risk.
5. general news information and instructions.

Note: If sent too early, the letters get put aside and forgotten, leading to non-payment and a chasing-up problem. If sent too late, there is a deluge of enquiring phone calls pleading "non-receipt" of the letter and late payments.

BAD WEATHER

8. If movement becomes impossible due to gales, then early postponement saves anxiety.

TEMPORARY RISERS & PICK-UP BUOYS

9. Before the autumn lifting arrange for inspection/repair of the slipway chain and the installation of temporary risers with pick-up buoys. Arrange for removal of the risers and buoys, washing in fresh water, spraying with WD40 and re-storage in the dry store under the patio on completion of the lifting.

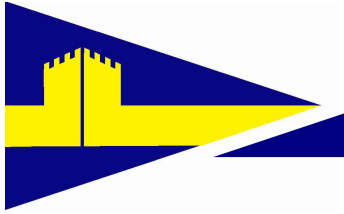
SAFETY MONITORS

10. The risk to people walking around the yard or slipway when Sub Lift and trailers are operating is very high. To this end it has been decided to recommend the restriction of the movement of people in the yard, particularly those not directly involved with the boat lifts. Therefore, we have recommended that we use the Boat Crews and a Work Party team as 'Site Safety Monitors' on movement days.

Safety Monitors should wear a high visibility jacket and a hard hat.

STROPS

11. The Sub Lift has two strops fitted.
Strops are required to be tested/inspected six monthly under the Lifting Operations and Lifting Equipment Regulations (LOLERs).
 - a. Arrange for any damaged strops to be replaced. These are club Health & Safety items.
 - b. Arrange for the Sub Lift and strops to be cleaned and stored in dry, clean conditions on the club premises at the end of each season.
 - c. Boat Handling Officer is responsible for checking independent certification of strops used.



FINANCE

12. Keep a boat handling fund, with the aim of it being non-profit making whilst re paying the club investment on the equipment. The fund to be audited by one of the lifting members annually and funds passed to the Club Treasurer.

Non payers will not be lifted.

SUB LIFT OPERATORS/BANKSMEN

13. Sublift Operators are required to operate the Club Sub Lift equipment. To this end 8 members have received formal training.
Marshals and /or other trained Sub Lift Operators are required to direct operations around the movement of the boats.
 - a. Give instructions to Banksmen on their duties before each movement operation and issue them with a hard hat and a fluorescent waistcoats to wear.
 - b. Arrange for a Sub Lift Operator and Marshal's roster to be raised for each movement operation to ensure crews are fully manned on site.. The roster must have sufficient flexibility to backup anyone who has to leave to move his own boat during his watch.

SUB LIFT OPERATION

14. Sublift Operators are required to operate the Club Sub Lift equipment in accordance with the manufacturers operating instructions as set out in the document Sub Lift 12 M1 2t - 1. To this end members trained have received a copy of the document.

MISCELLANEOUS

15.
 - a. Remind all owners to clean up the yard where their boat has been standing, before launching.
 - b. Remind all owners that if they are not going to be present during the lifting of their boat, they must designate in writing a person who will take responsibility on their behalf.
 - c. In a pre-lifting letter, inform the sub lift operators, marshals and tractor consortium about special requirements, such as who is responsible for boats whose owners are not present, boats to be loaded on transport or trailers, boats in an awkward position or with awkward draught/keel configuration that need moving out of turn. Sometimes owners request special positioning in the yard for ease of access for engine changes, keel blasting etc.
 - d. Before lifting starts, arrange for the "Plant Crossing" warning notices to be placed by the public footpath and removed after. They are stored by the tractor for use throughout the year.
 - e. During the liftings arrange refreshment for the Sub Lift Operators, Marshals and crew.
 - f. After lifting send messages of thanks to Sub Lift Operators, marshals, tractor drivers and any others who have noticeably put themselves out to help.