



Sandringham Yacht Club Inc.

SAFETY MANUAL

RECREATIONAL BOATING

February 2022

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NOTE: This Safety Manual is authored by, authorised by and approved by the Recreational Boating Sub-Committee.
Any changes to this document requires the Recreational Boating Sub-Committee 's authorisation.

1. INTRODUCTION

This Sandringham Yacht Club (SYC) Safety Manual is designed to help members undertaking events to understand what is required in an emergency, what safety preparation is required before a trip, and what factors to take into account when managing that trip or event.

This manual is not a substitute for common sense or crisis management. Additionally the final decision whether to undertake a trip or an event is that of the vessel's skipper.

This manual covers boating events organised by SYC, not individual activities.

1.1. Peak Safety Authority for Water Based Incidents

The Victoria Water Police Squad have prime responsibility for boating on Port Phillip. Other agencies including the Volunteer Coastguard will act under the direction of the Victoria Water Police.

1.2. Recommendation for participation in Club Recreational Boating Events

Recreational Boating events can involve strenuous outdoor activities, which may demand physical and mental effort in a variety of weather conditions - resulting in physical tiredness. Participants are expected to possess a degree of self-sufficiency and are able to act where a rescue situation may arise.

All entrants must indicate their compliance with the relevant safety knowledge via their declaration on the online/entry form.

SYC advocates all boat users annually practise a Man Overboard drill and at the very minimum, upon entry of each Recreational Boating event complete a self-safety audit of your vessel – see Appendix 4 - Self Audit Checklist.

2. EMERGENCY PROCEDURES

All on-water emergency activity is to be co-ordinated through the nominated Recreational Boating Event Coordinator (RBEC or Cruise Director) on the Club's VHF working channel in the first instance.

Details of all calls relating to an emergency situation received by the RBEC, staff or SYC members must be either recorded in the Radio Communication Log, a copy of which is included in this Safety Manual (Appendix 2 Page 12) or on a digital voice recorder.

2.1. Radio Calling

2.1.1. Sending a MAY DAY -Emergency

This signal indicates that the vessel or person using it is threatened by grave and imminent danger and requests immediate assistance. The distress signal should not be used under any other circumstances.

EXAMPLE OF A COMPLETE DISTRESS CALL AND MESSAGE:

A **MAYDAY** message should be transmitted on the International Distress frequencies, VHF Channel 16 in Port Phillip Bay

DISTRESS CALL

Distress Signal (x 3) - **MAYDAY MAYDAY MAYDAY**

The words - THIS IS VESSEL NAME (SM190), VESSEL NAME SM190, VESSEL NAME SM190 (x3)

DISTRESS MESSAGE

Distress Signal - **MAYDAY**

Name/Call sign - VESSEL NAME SM190

Position - 50 NAUTICAL MILES DUE EAST, POINT DANGER

Nature of Distress - HAVE STRUCK A SUBMERGED OBJECT AND RAPIDLY TAKING ON WATER.

ESTIMATE TIME AFLOAT IS 15 MINUTES, WE ARE DEPLOYING THE LIFE RAFT

Other information - 40 FOOT YACHT WITH WHITE HULL, 4 PERSONS ON BOARD, EPIRB ACTIVATED (if time permits)

OVER

2.1.2. Sending a PAN PAN

The urgency Signal consists of the words PAN PAN. It has priority over all other communications except those concerned with distress. It is a very urgent message concerning the safety of a vessel, or people.

EXAMPLE OF AN URGRNCY CALL AND MESSAGE SENT BY VESSEL:

Urgency Signal (x3) - PAN PAN , PAN PAN, PAN PAN
 Station Called (x3) - All Stations, all stations, all stations
 The words "this is" - THIS IS
 The station calling (x3) - VESSEL NAME SM190, VESSEL NAME SM190, VESSEL NAME SM190
 Urgency Message - 30 NAUTICAL MILES DUE WEST CAPE X, LOST PROPELLER , ESTIMATE DRIFTING AT 4 KNOTS AND REQUIRE TOW URGENTLY

2.1.3. Receiving a MAYDAY call or PAN PAN call via radio or telephone

Note: SYC may assist in a distress (MAYDAY) or Urgency Call (PAN PAN) however; it is the Water Police and /or Coast Radio Melbourne who will be the one(s) that will play the lead role in these situations.

The station (vessel) in distress will be contacted by the Water Police or Coast Radio Melbourne - usually via VHF radio.

Wait about 5 to 10 seconds before responding in case a more appropriate authority responds; *now – relax!* No one will be concerned that your radio protocol is not perfect. Quiet calm assistance and concentration is far more important than radio protocol. Make notes as you go;

Step 1 Confirm with the caller the transmission is received e.g

- **MAYDAY (Caller, Caller, Caller)**
- **this is VKF800, VKF800, VKF800, – Received MAYDAY**
(or this is Uluwatu, Uluwatu, Uluwatu – Received Mayday)

Step 2 Record the calling vessel's *AND* the distressed vessel's (if different to the calling vessel)

- name
- call sign
- sail number
- vessel number
- location

Step 3 Determine if the nature of the situation is medical, rescue or assistance.

Step 4 Maintain contact via radio or telephone.

Step 5 Establish the vessel's position and document it.

Step 6 Contact the RBEC or as needed the Victoria Water Police direct

2.1.4. EMERGENCY vs NON EMERGENCY

Emergency	Non- Emergency
Boat in imminent danger	Loss of mast in benign or moderate conditions with no injury to crew and boat under control
Loss of life or threat to crew life	Collision of boat with minimal damage and no injury to crew
Fire	Injury to crew where the nature of the injury has been determined as not serious
Serious injury	Loss of sails over board or other equipment
Loss of mast with injury to crew	Loss of motor where boat is not in any imminent danger but may require assistance
Boat sinking	
Crew having a heart attack	

MOB where crew not recovered or boat unable to assist with recovery due to boat being in imminent danger	
Collision where there is serious damage to the boat(s) where it becomes in a position of imminent danger	
Collision of boats where there is serious injury to crew and/or loss of life	

2.1.5. RADIO STATIONS

- MAY DAY and PAN PAN VHF : Channel 16
- The Coast Guard Network VHF: 80 / 81 / 82 or on HF: 2524
- Coast Radio Melbourne on VHF 16/67 for weather and warnings 24 hours, scanning also HF emergency frequencies.
- Lonsdale VTS (Vessel Traffic Service) for shipping movements on VHF 12/13 and reporting entry and exit at Port Phillip Heads.
- Smithton Sea Rescue, Burnie Radio on VHF 21
- Tamar Sea Rescue from Flinders Island and North Coast Tasmania on HF 2524 4483 and VHF 16, 67, 73 and repeater 80

2.2. Illness / Injury

The RBEC should be contacted once the nature of the illness or injury has been determined (can be via radio). Determine if an ambulance is required and if attendance is requested at the vessel or if the vessel is able to make the nearest port. If an ambulance is NOT required, determine the nature of support requested.

At first contact with an incident in which there is an injury, the RBEC should obtain a mobile number of someone on the vessel in difficulties. This is the first thing the ambulance officer will ask for once the RBEC has contacted them so they can find out directly from the vessel what is required.

Find out the following information:

- What is a mobile number of someone near the patient and who will remain with him/her?
- What is the nature of the incident?
- How far is the vessel from SYC or from a port? Should SYC be contacted for support (boating office)?
- Is the patient in the water?
- What is the nature of the injury
- What is the patient's name, age and gender?
- Is the patient Conscious? Breathing? Coherent? Communicating?
- What treatment has been rendered?
- How will the patient be moved from the vessel?

If they have called via telephone, take their number, request they stand by the telephone and keep the line free for emergency contact.

The RBEC (or the SYC Manager on Duty after instruction from the RBEC) will call Metropolitan Ambulance Victoria on **000**, advise them of:

- the nature of the illness or injury
- where the patient will be landed
 - SYC -preferred at the pontoon next to the Hard Stand Crane
- by what method (Rescue vessel / Water Police / Vessel Name) and
- estimated time

2.3. Rescue / Assistance – Water Police

- Determine the nature of assistance required. If a vessel is in danger of sinking or has sunk, try to obtain a position and identification from the caller. Call for nearby vessel assistance.
- Determine the number of crew members involved and their status.

- Call the Victorian Water Police on **(03) 9399 7500** or **000** or **VHF Channel 16** for all MAY DAY and PAN PAN calls. This automatically includes missing persons/ missing vessels situations. Provide them with the situation details and any arrangements made. Pass on any instructions.
- Maintain contact via radio or telephone. Request the radio operator to stand by on the Club's Recreational Boating nominated VHF radio channel. Request the telephone operator on the vessel in trouble to keep the phone line available only for emergency contact.

2.4. Ambulance/SYC -Other

- Where an injury is deemed serious the vessel should make for an agreed port (RBEC) for ambulance transfer.
- Where appropriate as determined by the RBEC then SYC should be contacted for assistance. In any event SYC must be kept briefed of developments.
- Fleet assistance: where there are suitably trained medical people in the fleet then the RBEC may direct that assistance by means of advice, or if judged necessary – direct contact be made. Additionally , as directed by the RBEC, a vessel may be despatched to provide towing assistance or rescue people from the vessel or the water. The priority is to save lives, not vessels, and not to seriously endanger the rescuing vessel or crew.

3. EVENT MANAGEMENT INCLUDING ADVERSE WEATHER CONDITIONS

“The responsibility for a boat’s decision to participate in a cruising event or race, or to continue racing is hers alone” - RRS Fundamental Rule 4.

3.1. RBEC (Cruise Director) TEMPLATE (Note this template has been derived from The Rec Boat Risk Register and input from experienced boaters and past Rec Boat Captains)

1-2 MONTHS PRIOR		NOT APPLICABLE SHORT OR FIXED CRUISE eg Docklands
Agree likely course	Discuss with <ul style="list-style-type: none"> • Experienced boaters • Boaters who have been there before 	N/A
Fall backs	Examine alternative anchorages or berthing	N/A
Meets guidelines	Includes less than 50nM/day, in daylight hours	N/A
Participants	<ul style="list-style-type: none"> • Provide with SYC RecBoating Safety Manual. • Offer help from experienced boaters • Provide briefing 4-6 weeks prior • Communicate requirements: MOB, Radio use, emergency flow charts, life raft/dinghy, to sign off comply with Appendix 4 : Safety Audit Requirements. • Provide cruise notes and information 	N/A N/A N/A Docklands
1-2 DAYS PRIOR		
Forecast Conditions	Examine range of forecasts, discuss with identified experienced boaters, Boating Office to come to a Go/No-go or modified cruise plan	
Required from skippers	Following required – including sign off <ul style="list-style-type: none"> • Sign off MOB • All crew details provided • Sign off comply with audits/ boating requirements • Copy of insurance policy 	Required from 5-14 days prior with sign on
Crew and Boat Details	Boating Office to keep updated list of boats and participants	
Rescue Capabilities	Understand fleet and experience to be ready to nominate rescue boat in different scenarios and determine if relevant medical experience in the fleet	N/A
FIRST DAY		
Briefing	<ul style="list-style-type: none"> • Course and information • Skippers responsibility • Deputy cruise director 	N/A

	<ul style="list-style-type: none"> • Radio scheds and channels • Safety briefing incl alcohol, MOB, first aid • Medically trained staff 	
DURING CRUISE		
Course	<ul style="list-style-type: none"> • Continually monitor weather incl, sea swell & discuss if necessary with experienced boaters • Share plans by VHF and radio scheds each day • Be ready to modify plans including “stay in port to ride out adverse weather” 	

3.2. Wind Speed Definitions and Wind Warning Definitions

Forecasts:

<http://www.baywx.com.au/fbeacon.html>

The current bay weather forecast is available at: <http://www.bom.gov.au>

WINDS	Units in		Description	
	km/h	knots	On Land	At Sea
FRESH	30 - 39	17-21	Small trees in leaf begin to sway; crested waveless form on inland water	Moderate waves, taking a more pronounced long form Many white horses are formed, a chance of some spray
STRONG	40 - 50	22-27	Large branches in motion; whistling heard in telephone wires; umbrellas used with difficulty	Large waves begin to form The white foam crests are more extensive with probably some spray
	51 - 62	28-33	Whole trees in motion; inconvenience felt when walking against wind	Sea heaps up and white foam from breaking waves, begins to be blown in streaks along direction of wind
GALE	63 - 75	34-40	Twigs break off trees Progress generally impeded	Moderately high waves of greater length, edges of crests begin to break into spin drift, foam is blown in well-marked streaks along the direction of the wind
	76 - 87	41-47	Slight structural damage occurs Roofing dislodged Larger branches break off	High waves; dense streaks of foam; Crests of waves begin to topple, tumble and roll over; spray may affect visibility
STORM	88 - 102	48-55	Seldom experienced inland; Trees uprooted; Considerable structural damage	Very high waves with long overhanging crests; the resulting foam in great patches is blown in dense white streaks; the surface of the sea takes on a white appearance; the tumbling of the sea becomes heavy with visibility affected
	103 plus	56 plus	Very rarely experienced Widespread damage	Exceptionally high waves; small and medium sized ships occasionally lost from view behind waves; the sea is completely covered with long white patches of foam; the edges of wave crests are blown into froth

Wind Warning Definitions – Bureau of Meteorology (BOM)

Strong wind warning 25-33 knots

Gale warning 34-47 knots

Storm warning 48-63 knots

3.3. Event Communication

At sea schedules for position reporting and inter ship communications will be conducted by the RBEC on Channels notified with the Event Instructions document. All vessels must report their positions as per schedules each day whilst at sea. Any vessels retiring from the event must maintain communication until safely back in Port Phillip or otherwise port of destination.

3.4. Wearing of Personal Flotation Device (PFD)

SYC strongly recommends that a Personal Flotation Device (PFD) be worn by all crew members while participating in Club events in strong winds, during the hours of darkness or at other times of heightened risk (as defined in Victorian Marine Safety regulations). This recommendation is the responsibility of the owner / skipper to enforce.

4. EMERGENCY INCIDENT REPORTING

All on-water emergency activity is to be co-ordinated through the RBEC on the event's nominated VHF Channel in the first instance.

All emergency incidents involving SYC including medical, property or rescue, should be recorded either by written notes (Appendix 2) or by digital voice recorder.

5. BASIC FIRST AID PRINCIPLES FOR EMERGENCIES

Vessels or crew requesting basic first aid advice should be referred to their "vessel" first aid manual in the first instance.

If the situation arises that a first aid manual is not available on the vessel requesting advice, then advice should be sought via radio communication with either, the RBEC or another participating vessel.

6. USEFUL REFERENCES

- **Victorian Recreational Boating Safety handbook**
The Victorian Recreational Boating Safety handbook has been updated to reflect the requirements of the new *Marine Safety Act 2010* (Vic) and *Marine Safety Regulations 2012* (Vic) that commenced on 1 July 2012.
- **The Royal Prince Alfred Yacht Club Cruising Regulations (Green Book)**
This document is based on the ISAF Special Regulations governing Structural Features, Vessel Equipment and Personal Equipment. All amendments to this document are published on the RPAYC website at www.rpayc.com.au
- **BOM forecasts:**
High Seas Forecasts: <http://www.bom.gov.au/marine/high-seas.shtml>
Meteye: http://www.bom.gov.au/australia/meteye/?loc=VIC_FA001

APPENDIX 1: EMERGENCY PERSONNEL AND CONTACT DETAILS



SANDRINGHAM YACHT CLUB
EMERGENCY
PERSONNEL and CONTACT DETAILS
SYC PHONE: 9599 0999

Race Control Tower Call Sign		"Sandringham Tower"	
Race Control Boat Call Sign		"Endeavour IV"; "Boonoorong", or another vessel name	
Race Officer		"Sandringham Race Control"	
Sunday - Wednesday 9am – 5pm Thursday - Saturday 9am - 8pm	Ext 100	Guest Relations	9599 0999
Sunday - Saturday outside above office hours	Ext 118	Manager on Duty - Members' Bar	9599 0999 option 2 or 9599 0918
Sunday - Saturday if unable to contact Manager on Duty	Ext 117 Ext 111 Ext 125 or 123	Paul Corfield Richard Hewett Paul Gascoigne	0417 379 409 0419 886 799 0407 829 851
Chief Executive Officer	Ext 111	Richard Hewett	0419 886 799
Chief Fire Warden	Ext 117	Paul Corfield	0417 379 409
Marina & Yard Manager	Ext 125 or 123	Paul Gascoigne	0407 829 851
Vic Water Police & Rescue Co-Ordination Centre including Coast Guard			9399 7500
Coast Guard	Victoria HQ	9598 9092	
	Sandringham	9598 7003	24hr SAR call out
	St Kilda	9525 3714	24hr SAR call out
	Werribee	9742 1502	
	Geelong	5278 8440	24hr SAR call out 0417 012 661
	Queenscliff	5258 2222	24hr SAR call out
	Hastings	5979 3322	24hr call for emergencies 0428 352 653
	Safety Beach	5981 4443	24hr SAR call out
	Frankston	9781 5198	24hr SAR call out 0417 533 475
Carrum	9772 7638	24hr SAR call out 0417 765 772	
State Emergency Service			132 500
Hospital / Medical	The Alfred Hospital	Melbourne The Alfred Hospital (Emergency)	9076 2000
	Sandringham Hospital Local Medical Centre	193 Bluff Road Sandringham	9076 1000
	Southend Medical	245 Hampton Street Hampton	9598 7688
Ambulance/Fire Brigade/Police			000
Poisons Hotline			131 126
Bureau of Meteorology			9669 4000 H.O. Melb.
Marine Forecasts			9669 4981
Severe Weather			1800 811 023
Port Phillips Sea Pilots			9329 9700

Queenscliff Pilot Station		5258 1400 or VHF Chl 12
Australian Maritime Safety	Melbourne Office 24 hour contact	03 8612 6000 1300 555 555
Australian Search and Rescue & Oil Spills		1800 641 792 Maritime S/R
Australian Sailing Victoria		03 9597 0066
Australian Sailing		02 8424 7400
Ocean Racing Club of Victoria	Race mobiles	03 9689 1622 0418 396 465 0418 396 605
EPA- Fuel/Chemical Spills		1300 372 842
Electricity	ORIGIN	Emergency
Gas	AGL	Emergency
Water/Sewer	South East Water	Emergency
Telephone	Telstra	Faults
Plumber		T J Johnson Contracting
Clubhouse Alarm Company		Skilled Maritime
		132 461
		132 691
		132 812
		132 999
		9562 4044
		8646 6444

APPENDIX 2: EMERGENCY RADIO COMMUNICATION LOG

SANDRINGHAM YACHT CLUB

EMERGENCY RADIO COMMUNICATION

LOG SHEET

Date.....

Time.....hrs.

COMMUNICATION TYPE

HF

VHF

27mhz

Mobile Ph

VESSEL DETAILS

Name.....

Registration Number.....

Call Sign.....

Mobile Phone #:.....

SUMMARY OF COMMUNICATIONS RECEIVED AND SENT

What is the nature of the incident?

.....
.....
.....
.....

How far is the vessel from SYC?

.....
.....

Are there any injured persons? What is the nature of the injury?

.....
.....

Is the patient in the water?

.....
.....

Is there a mobile contact number of someone near the patient/s and who will remain with patient/s?

.....
.....

What is the patient/s Name, Age, and Gender?

.....
.....

Is the patient Conscious? Breathing? Coherent? Communicating?

.....
.....

What treatment has been rendered?

.....
.....
.....

How will the patient be escorted to the marina?

.....
.....
.....

DETAILS OF PERSON COMPLETING THIS FORM

Name

Contact Phone number.....

Signature

Role.....

OH&S Committee Notified: (if so, details)		
Any follow up required? (if so, details)		
Form checked by:	Signature:	Date:
CEO Final sign off:		Date:

APPENDIX 3: RECREATIONAL BOATING EVENT DISCLAIMER

You acknowledge and agree to the following:

1. I am aware that Sandringham Yacht Club boating events can involve strenuous outdoor activities in which participants may have had no previous experience and which may demand physical and mental effort in a variety of weather conditions and environments, which may result in physical tiredness.
2. I acknowledge that boating activities can be dangerous. Injury to competitors and damage to boats can and often does happen.
3. I acknowledge and agree that it is my collective and inescapable responsibility to decide whether or not to start in any event or, once having started, whether to continue.
4. I am aware that it is a condition of my participation in activities and events that Sandringham Yacht Club, its members and employees are absolved from all liability whatsoever caused arising out of my participation in these activities and events, or in any way whatsoever due to any negligent act, breach of duty, default and/or omission on the part of Sandringham Yacht Club, its members and employees.

I ACKNOWLEDGE THAT I AM PARTICIPATING IN A SANDRINGHAM YACHT CLUB EVENT OR ACTIVITY AT MY OWN RISK AND AGREE THAT IT IS MY COLLECTIVE AND INESCAPABLE RESPONSIBILITY TO DECIDE WHETHER OR NOT TO START IN ANY EVENT OR, ONCE HAVING STARTED, WHETHER TO CONTINUE.

5. Sandringham Yacht Club and all parties involved in the organisation of boating events at Sandringham Yacht Club accept no responsibility for any loss, damage or injury which may occur to any person or property, whether ashore or afloat, as a consequence of taking part in boating activities at Sandringham Yacht Club.
6. In case of injury or illness, I authorize Sandringham Yacht Club to obtain any medical attention deemed appropriate, including ambulances or other rescue transport, and agree to accept full financial responsibility for all medical and related expenses.
7. I hereby declare that I will accept the judges and organising committee decisions on placing being as final and conclusive. I also agree to abide by the rules as laid down in the Yachting Victoria Log Trial rule book.
8. I acknowledge that I have read and understood the above warning, I agree to be bound by the rules and regulations set out for this event (if applicable) and that of my own free will and desire I am participating in these events and activities at Sandringham Yacht Club.

APPENDIX 4: RECREATIONAL BOATING SELF AUDIT CHECKLIST

SYC Recreational Boating Self Audit Checklist			Appendix 4
Boat Name:		Rego:	
Make:		Length (m):	
Model:		Beam (m):	
Skipper:		Draft (m):	
SYC Recreation Boating & Victorian Safety Requirements <i>The below Maritime Safety Victoria requirements assume that Rec Boating Vessels are greater than 8m and for outside Port Phillip Bay in waters > 2Nm from shore.</i>			
	Maritime Safety Victoria	SYC Recreation Boating	Status Y/N
Within Port Phillip Bay (All Vessels)			
Type 1 Lifejacket (Number per person on board)	1	1	
Approved fire extinguishers of min size (if vessel < 12m)	2	2	
Approved fire extinguishers of min size (if vessel > 12m)	3	3	
Waterproof buoyant torch	1	1	
Anchor and rode available in boat	1	1	
Bucket with lanyard (can also double as a bailer)	1	1	
Electric or manual bilge pumping system	1	1	
Hand held orange smoke signals	2	2	
Hand held red distress flares	2	2	
Lifebuoy (if vessel < 12m) - e.g. Horsehoe or Lifesling	1	1	
Lifebuoy (if vessel > 12m) - e.g. Horsehoe or Lifesling	2	2	
Marine Compass (* Vic Marine Safety requirement outside the bay)	-	1	
Marine VHF Radio (* Vic Marine Safety requirement outside the bay)	-	1	
Charts & Guides, not solely electronic, for areas to be sailed		●	
Hand Operated GPS minimum, but preferably fixed installation on Chart Plotter		●	
Heaving Line (min 15m length)		●	
Emergency repair kit including critical spares and tools		●	
Stocked First Aid kit & manual available		●	
Thru-Hull seacock's operate and tapered plugs available, ideally attached to each fitting		●	
Outside Port Phillip Bay (All Vessels)			
Red star parachute distress rocket	1	1	
Inflated Dinghy or Liferaft	1	1	
Registered EPIRB (406 GHz) required, GPS enabled recommended	1	1	
Suitable Anchor and Rode in place, ready to deploy immediately		●	
MOB Retrieval system available		●	
Emergency Water (10 litres in dedicated container)		●	
Second floating torch or Spotlight		●	

Additional Items for Sailing Yachts only			
Emergency tiller available		●	
Storm Sails and/or Reefable Jib and Main to 50%		●	
Bosun's chair to climb mast on board		●	
Jack Stays connected and in good condition		●	
Safety Harnesses and/or Tether (1 per crew)		●	
Bolt cutters or alternative method to cut Shrouds		●	
Sharp Knife suitable for cutting halyards and sheets affixed in cockpit		●	

Useful checks to perform before departing outside the bay

- Inspect mast and rigging (sailboats only)
- Inspect life lines, pulpits and stanchions
- Check Nav lights are functioning
- Check manual bilge pump
- Check auto bilge pump
- Check Engine and Transmission fluid levels

Signed		Date	
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