



## **SAILABILITY BAYSIDE PROCEDURES**

SAILING FOR PEOPLE WITH DISABILITY

### For Operating Faith - a 7.4m keel boat

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#### **Faith's skipper**

##### Faith Skipper's responsibilities

- The safety of Faith and all persons on board
- The operation of Faith according to the law and the conditions contained in this procedure.
- The positive control of any situation that may arise whilst operating Faith.
- The training and certification of crew

##### Faith's skipper is required to,

- Have been certified as competent by persons authorised to do so by the committee
- Either hold a current first aid certificate or ensure the crew or a carer holds a current first aid certificate.

##### Reporting

The skipper reports to the Officer of the Day (OOD).

#### **Faith's Crew**

##### The crew is required to,

- Undergo training to enable certification as competent by a Faith skipper
- The skipper/s provide the training and certification

##### Reporting

Crew reports to the skipper.

#### **Faith's Complement**

- The maximum complement is 10 persons, including skipper and crew.
- The skipper is responsible for determining client to carer ratio
- The skipper has discretion to decide actual complement numbers up to 10 persons, dependent on sailing conditions and make up of complement.

#### **Faith's Permanent Berth & Operating Pontoon**

The permanent berth for Faith is located at the Queensland Transport Marina opposite DPSS. Access is from the William Gunn jetty. Keys are available in the normal location.

During Sailability operations, Faith operates from the DPSS pontoon.

### Before Leaving the Permanent Berth

Prepare Faith as per the Check Sheet (see Attachment 1) under the heading “Before Leaving the Permanent Berth”.

The skipper is responsible for ensuring these activities are completed. At any change of skipper during the day of sailing, the new skipper shall ensure those activities have been completed.

### Sailing times

Current bookings are for 9.30am; 10.30am, 11.30am and 12.30pm. Dock to dock sailing time is about 45 minutes.

It is important to keep to these times to ensure the clients time on the water is equitable and maximised.

## **REMEMBER: SAFETY IS OUR HIGHEST PRIORITY**

### General

The Skipper and/or crew

- Will decide on the seating arrangements.
- Will assist clients to board and disembark.
- Will ensure the clients and carers are secure and comfortable

Sailing area is at the skipper’s discretion. It is normally east of the outer channel markers.

Any incident should be reported to the OOD as soon as possible.

### Making Secure at the Permanent Berth

At the completion of a day of sailing, Faith will be returned to the permanent berth and secured as per the Check Sheet (see Attachment 1).

The skipper will ensure these activities are completed.

As per the Check Sheet the skipper will advise the OOD of any maintenance issues and record those issues in the Maintenance book. The skipper will return the motor stop and keys to the normal location.

**Separate procedures explain what to do If there is an emergency,  
or incident such as a Man Overboard etc**

## ATTACHMENT 1 – Faith Check Sheet

<b>FAITH - Check Sheet</b>			
			<b>Page 1</b>
<b>Before Leaving Permanent Berth</b>		<b>Making Secure at Permanent Berth</b>	
<b>Cockpit</b>		<b>Cockpit</b>	
Close and secure cockpit scuppers		Open cockpit scuppers	
Remove line securing boom and rudder & stow in aft storage locker		Ensure Fenders are secure	
Fit MOB retrieval Float Sling		Secure Boom with line	
Fit MOB Transfer Line by aligning whipping with starboard aft cleat and secure using figure 8 on cleat with Monkey Fist outboard		Secure Rudder with Tiller 15° to Port	
Ensure Restraint straps available		Stow MOB Retrieval Float sling	
Remove winch covers		Remove & Stow Transfer Line	
Remove hatch and hatch cover		Remove and Stow Restraint straps	
Sponge out cockpit storage bins		Fit Winch Covers	
		Sponge out cockpit storage bins	
		Close hatch and lock cabin	
		Fit hatch cover	
<b>Motor</b>		<b>Motor</b>	
Adjust motor tilt to vertical position		Remove motor stop and attach to keys Raise motor to highest position Tilt motor Close fuel tank air valve	
Lower Motor 3 stops from top when 2 crew only 2 stops from top when passengers aboard			
Fit motor safety stop			
Release fuel tank air valve			
Check fuel level and fill at DPSS dock if required			
Pump fuel to motor			
Motor ready for operation			
<b>Electrics</b>		<b>Electrics</b>	
Battery Switch Screw to "On" position		VHF to "Off"	
DC Distribution Board VHF to "On" Depth Sounder to "On" Bilge Pump to "On" when no water Pump to "Off" immediately		DC Distribution Board VHF to "Off" Depth Sounder to "Off" Bilge Pump to "On" when no water Pump to "Off" immediately	
VHF to "On" Select Ch 72 Radio check with Support Boat or Dock			
Depth Sounder to "On" Check depth sounder is reading			
Start motor with Electric Start			

## FAITH - Check Sheet

Page 2

Before leaving permanent berth (Continued)	Making secure at permanent berth (Continued)
<b>Rig</b>	<b>Rig</b>
Open sail cover Boom Mast	Remove Main halyard & secure to lifeline Release any Mainsail reefs
Drain any rain water out of sail cover	Fit sail cover Boom Mast (Fit securely to prevent bird nesting)
Main sheet - Prepare for sail	
Attach main halyard	
Release Vang	Main sheet - Coil and stow Release Vang
Prepare Headsail Sheets Furling line	Coil and Stow headsail Sheets Furling line
<b>Miscellaneous</b>	<b>Miscellaneous</b>
Prepare fore & aft mooring lines for DPSS dock	Coil & Stow fore & aft mooring lines used for DPSS dock
Skipper & Crew wear PDFs	
Skipper obtains handheld VHF	Stow Skipper & Crew PDFs
Permanent Berth mooring lines to lay along berth - no adjustment required for length	Return Skipper's VHF for charging
	Return keys & motor stop to normal location
	Report any maintenance problems to OOD and include in Maintenance Book

## ATTACHMENT 2 – Procedure for Recovery of Man Overboard