**JY BOLEH - HANDOVER & RETURN PROCEDURES**

(Based on MGN 280(M))

**Before handover all Skippers must be conversant with Boleh Standing Operating Procedures (SOPs) and, when accepting the handover of the vessel, refer to Annexes E, F, G and L.**

**PART A YACHT HANDOVER**

**Boleh Trust Representative to indicate/brief on:**

* Stowage of all gear and demonstrate the method of use of all lifesaving and firefighting appliances on board.
* Location and method of operation of all sea cocks and bilge pumps.
* Ensure familiarisation with all mechanical, electrical and electronic equipment.
* Show checks to be carried out on the generator prior to starting, whilst running and after stopping.
* Inventory and location of the vessel’s equipment.
* Explain the method of setting, sheeting and reefing of each sail.
* Indicate any existing defects, missing items, damage etc.

**Documentation – Show:**

* Standard Operating Procedures (SOPs) booklet and Operator’s Manual (Technical).
* Deck Log.
* Defects Book.
* Registration papers.
* Copies of the insurance policy.
* Instruction manuals.
* Electrical wiring and piping/plumbing diagrams (in SOPs).
* A list of names and telephone numbers (both in and out of office hours) of persons who may be contacted if the chartering skipper or the vessel need assistance.

**Skipper confirms:**

1. I have checked the vessel inventory and vessel condition and the following deficiencies have been found:

2. I have read and understand the Coded limitations of operation (SOPs paras 33 – 36)

3. I understand that I must complete a crew safety briefing, lifejacket check, departure communication with The Boleh Trust and subsequent daily pre-sail checks.

4. The pre-sailing communication with The Boleh Trust must consist of a crew list, outline itinerary and confirmation that briefings and pre-sail checks have been completed.

5. I have read and understand The Boleh Trust Risk Assessment online.

6. I understand that I have a duty to report all collisions, groundings, accidents and near misses that occur during my tenure as Skipper of JY Boleh.

7. I understand that SOLAS V regulations require me to have a passage plan and to maintain a deck log. The Deck Log should be completed hourly and include a minimum record of course, speed and location, and meteorological conditions including barometric pressure.

8. I understand that I may be held accountable to the alcohol limits of the Merchant Shipping Act should an incident occur onboard whether at sea or alongside.

9. I understand that I must return JY BOLEH fully fueled and watered and in accordance with the handback detail in Annex G of SOPs.

10. I certify that JY BOLEH has been handed over to me and that the handover included a full brief on the subjects listed above. The vessel and her equipment are in a safe, serviceable and seaworthy condition.

Skipper Signature: Print Name:

Qualifications: Skipper Mate

Boleh Representative Signature: Print Name:

Date:

**PART B RETURN PROCEDURE**

**Return procedure completed by Boleh Trust Representative? Yes / No**

**Has the vessel been grounded at any time during the charter/cruise? Yes / No**

The chartering Skipper to advise the Boleh Representative of: any lost or damaged equipment; any damage or defects to the hull, deck or rig. The Defects Book must be completed for all items.

**Hand-over**. The Skipper should ensure the yacht is handed back in good order and any issues reported.

|  |  |  |
| --- | --- | --- |
|  | **Requirement** | **Completed / Comment** |
|  | Fuel and water topped up |  |
|  | Empty gas cylinders not replaced removed and placed in cockpit |  |
|  | Ensure the boat is moored in accordance with SOPs Annex G Appendix 1 |  |
|  | Shake out mainsail reefs. Flake main on boom. Sail cover on. Damage/wear? |  |
|  | Dry and fold all foresails. Damage/wear? Wet sails are not to be put in sail bags. Leave folded on saloon floor. |  |
|  | Chartplotter removed and stowed below |  |
|  | Tiller lashed securely |  |
|  | Ensign and burgees taken down and secured belowdecks |  |
|  | Decks and deck fittings washed down with fresh water. Decks scrubbed clean. |  |
|  | Clean and return all charts to folio in correct order |  |
|  | Complete Deck Log for journey. Complete engine log and Defects Book. |  |
|  | Return all documentation / books to appropriate stowages |  |
|  | All electrical switches off **EXCEPT:** Generator battery charger on, Bilge pump set to auto, Gas alarm on. |  |
|  | Gas system isolated from bottle to hob |  |
|  | Seacocks off: Heads. Generator Exhaust and raw water inlet. Holding tank outlet valve. |  |
|  | Shore supply rigged (LED on) and selected on charging input selector |  |
|  | All unused foodstuff (Other than tea and coffee) removed |  |
|  | Fridge turned off. Emptied, washed and dried. Lid propped open to air |  |
|  | Galley area cleaned thoroughly. Microwave cleaned. Tops antibacterial spray. Sink cleaned. |  |
|  | Kit returned to correct stowages |  |
|  | All bilges pumped dry. Forecastle, forward, main. |  |
|  | Deckheads, bulkheads cleaned with antibacterial spray and dried |  |
|  | Heads cleaned, pumped dry and toilet cleaner left in bowl. |  |
|  | All interior woodwork polished |  |
|  | Interior deck brushed of debris and dust. Companionway ladder cleaned. |  |
|  | Lifejackets and harnesses mustered and checked for wear or damage. |  |
|  | Mattresses lifted and propped up to air. Fwd stowage lids lifted to air |  |
|  | Fore hatches (screw down fittings), navigation display locker (pin), motor control locker (pin) and main hatch (padlock) are secured. |  |
|  | Skipper’s report completed. If not face to face handback, then Email to [rewe\_farm@hotmail.co.uk](mailto:rewe_farm@hotmail.co.uk). |  |

Skipper Signature: Print Name:

Boleh Representative Signature: Print Name:

Date: