

BARRY YACHT CLUB

Area of Operation:	Barry Yacht Club (compound/yard/slipway)	Process & Brief Description (For Identification Purposes):	
Process Number:	H&S-SSOW-2 – Launching Trolley Operation	<ol style="list-style-type: none"> 1. Preparation for launching/recovery operation. 2. Visual and physical checks, positioning and securing of trolley 3. Launching Trolley operation – securing of boat to be launched/recovered. 4. Operation of launching trolley using hand held controls 	
Date of Assessment:	13 th September 2018		
Name of Assessor	John Web	Reviewed By	Jackie Hartwell/Ray Brown/Phil Rowlands
Approved By	BYC Executive Committee	Review Date	13/06/19

Stage No	Sequence of Job Steps	Standard Operating Procedures
1.1	Prepare Launching Trolley for Operation.	<p>Establish launching/recovery team including trained hand-held controls operative.</p> <p>Ensure all land-based operatives are wearing hi-viz tabards.</p> <p>Position traffic cones to ensure the area of operation remains traffic free and visitors/boat owners/club Members are aware of imminent hoist/launching trolley operations.</p> <p>Remove chain across boatyard end of trolley and gate/chain across the rear.</p> <p>Ensure any necessary preparation of launching trolley.</p>

BARRY YACHT CLUB

		<p>Ensure area is free of obstacles and debris, including checking rails are clear of debris.</p> <p>Check trolley has required fenders, timbers, steel plates, rubber matting in place.</p> <p>Carry out visual checks on launching trolley structure, slipway rails (remove any debris before operating), safety rails & chain, wire, ropes, timbers, fenders and side supports.</p> <p>Unlock cabinet at the rear of the tea bar in the “Cathedral” and switch on winch power.</p> <p>Remove control gear from locked cabinet. Fully unwind power lead.</p> <p>Remove safety chain.</p> <p>Boat owner to ensure dinghy is prepared for launch/recovery and correctly positioned.</p> <p>WARNING</p> <p>There is a danger when lowering the trolley, particularly at low tides, of the winch cable becoming slack and if this happens the coils can become loose on the winch and snag/cause a riding turn. This can damage the winch wire or could jam the winch.</p> <p>Care must be taken when lowering the trolley to ensure the cable stays under tension with weight on the wire at all times.</p>
1.2 (a)	Launching from a trailer.	<p>Release safety chain.</p> <p>Tractor or suitable vehicle to reverse boat to launching trolley.</p> <p>Trailer to be secured to trolley in order that it remains in position when boat floats and to ensure safe recovery after launching.</p> <p>Lower trolley to water level.</p> <p>Once the boat is clear, raise trolley to top of slipway and follow 1.4.</p>

BARRY YACHT CLUB

1.2 (b)	Launching using Hoist.	<p>Release safety chain.</p> <p>Hoist to be positioned over launching trolley and within barriers.</p> <p>Boat owner/representative to ensure any plates/blocks/timbers/legs are correctly positioned before boat is lowered.</p> <p>Boat owner/representative to indicate correct positioning for lowering the vessel.</p> <p>Hoist driver to lower boat until supported on trolley/in new location.</p> <p>After lowering, ensure boat is resting in a stable position on the trolley. Fin/long keel boats must be held upright by legs or leaning against girders/panels on the side of trolley and secured to the trolley by a line around the base of the mast and at least one further line further towards the stern should be used (a winch in the cockpit area would be ideal for this purpose) to prevent the vessel pivoting on the keel. Additional bow and stern support/chocks may be necessary depending upon keel configuration.</p> <p>Once the vessel is securely positioned on the trolley, the hoist strops can be released from shackles and repositioned on the beams.</p> <p>All vessels must be secured by lines <u>before</u> being lowered to water level to ensure the owner has time to make appropriate preparations/checks prior to motoring away from the launching trolley.</p> <p>Driver to reverse hoist away from boat to new location/parking position.</p> <p>Owner to position dinghy on launching trolley and tie to vessel.</p> <p>Follow SSOW 1 Hoist Operation</p> <p>Lower trolley to water level.</p> <p>Once the vessel is clear, raise trolley to top of slipway and follow 1.4</p>
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BARRY YACHT CLUB

1.3 (a)	Recovery using trailer	<p>Trailer to be secured to trolley before lowering to water level.</p> <p>Boat owner to approach trolley and settle vessel in position on trailer before trolley is raised. Boat owner to indicate when trolley can be raised.</p> <p>Boat to be secured to trailer as soon as trolley comes to rest at top of slipway.</p> <p>Tractor/towing vehicle to reverse to launching trolley.</p> <p>Trailer to be secured to tractor/towing vehicle before trailer is released from trolley.</p> <p>Boat trailer to be towed to new storage location and follow 1.4</p>
1.3 (b)	Recovery using hoist	Follow SSOW 1 Hoist Operation
1.4	Wrap up for all operations	<p>Any additional timbers, plates, frames used for this launch/recovery to be removed.</p> <p>Refit safety chain – leave the trolley weight on the wire which will in turn reduce the gap between the concrete apron and the trolley bed.</p> <p>Reposition gate/chain to rear of the trolley.</p> <p>Ensure winch power is switched off and power circuit breaker is locked. Close and bolt the access hatch in the cathedral. Wind up the power lead and return lead and control box to cabinet and lock.</p> <p>Report any observations to the shoremaster/fill in record book.</p>