



# Yacht Safe

## Introduction

Yacht Safe has been developed to manage the processes of Australian Sailing's Special Regulations Parts 1 & 2 "Safety Equipment which form part of the Racing Rules of Sailing (RRS).

The Special Regulations are there to ensure a boat has the minimum recommended safety equipment and that they are in serviceable condition. Adherence to these regulations is a condition for all yachts entering a race or regatta.

## So why Yacht Safe?

It is simple really. Yacht Safe is a managed process, we have built it so that owners must FULLY complete the forms and lodge them electronically with the event organiser. No more random ticking of boxes or leaving blank etc. The amount of incomplete audit forms was alarmingly high.

Once completed, the owner then lodges the audit form and Yacht Safe will then automatically nominate the boat for an audit. Clubs can choose to manually do this as well. (SoPYC is currently set to manual nominations)

Once nominated for an audit, owners can then book an appointment online with an Auditor and have their boat audited. The process is designed to be easy with the owner remaining the one who is responsible for the completion of the audit.

## How to get started?

### Owner:

In the first instance you will receive an email from Yacht Safe on behalf of your Club. This email will have a link to the activation page. You will also receive a username and password. You can change the password later if you wish.

Just click the activation link in the email and paste it into your web browser. The software is compatible with Google Chrome, Windows 10 Explorer and Firefox. You will need to have the most up to date version as Yacht Safe uses many features not available in older versions.

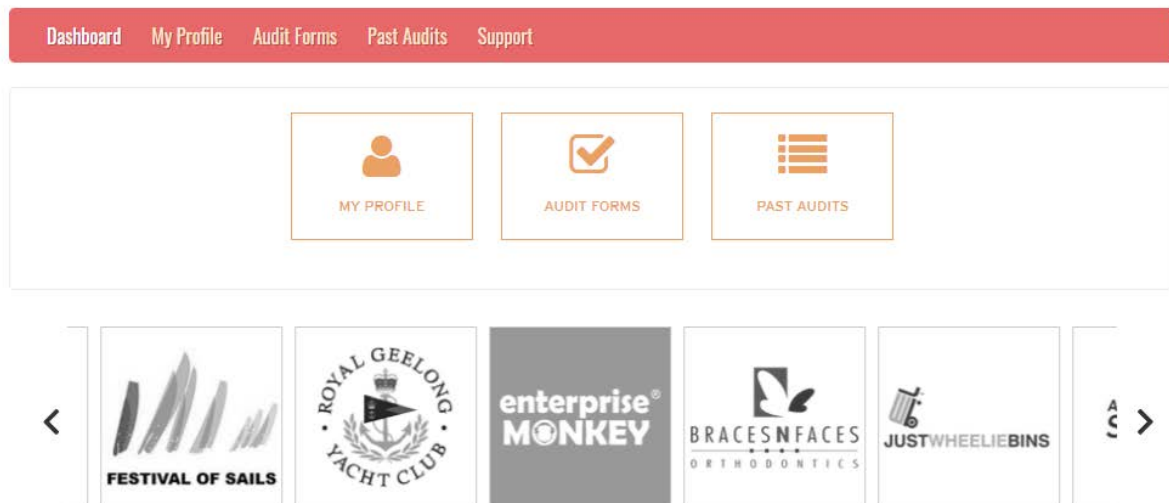
If you already have a Yacht Safe account and have fully completed your boat details you can use this link <https://app.yachtsafe.com.au> to login.

### Your logged in

That's it, you're logged into Yacht Safe and you should now see your user dashboard. If you have forgotten your password or your username, just use the recovery tools under the login button. Or if all else fails contact your Sailing Administrator.

Now just click the Audit Forms icon and then click on Edit Boat info. Note, if you have already done this when you click Audit Forms, you can then fill and complete your Audit Form.


## Your Dashboard Screen



## Boat Details

This is your boat and owner's details page. Complete your boat details, noting that ALL FIELDS must be filled in. The system uses these details to populate some areas of the Audit Form.

Don't forget to SAVE it. If you missed a box, the system will show an error which you will need to fix.







Where you see an  icon, just run your mouse over it or touch it and an information box pops up, these can be very helpful.

The Boat Details form is divided into two sections: Mandatory Information and Boat Details. The Mandatory Information section includes fields for E-Mail, Owner Name, Username, Phone, Boat Name, Sail Number, and YA Number. The Boat Details section includes fields for Top Yacht Boat ID, LH, Displacement (Tonnes), Hull Material, Hull Colour, Deck Material, Deck Colour, Maximum Crew, Boat Registration No., RMS (Maritime) Sticker issued, Boat Category, and Distinguishing Marks. The form includes 'SAVE' and 'Cancel' buttons at the bottom of each section.

Mandatory Information	
E-Mail *	malcolm@yachtSAFE.com.au
Owner Name *	Malcolm Eaton
Username *	maltest
Phone *	0408363837
Boat Name *	Celestial G3
Sail Number *	G3
YA Number *	829454

**SAVE** **Cancel**

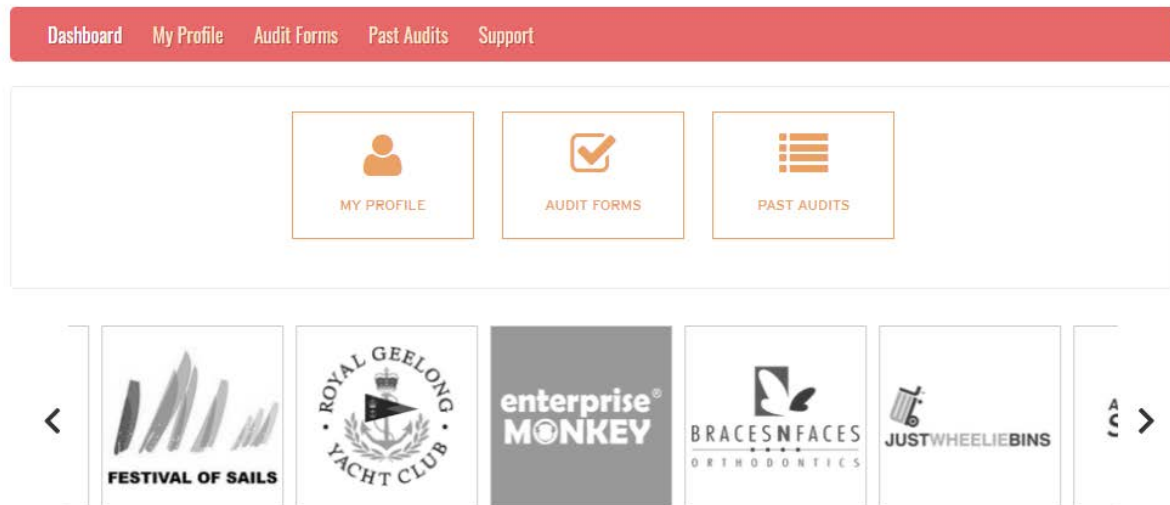
Boat Details: Please complete all fields below to activate your audit/declaration form

Top Yacht Boat ID  <a href="#">Click here</a>	8340
LH 	11
Displacement (Tonnes) *	4
Hull Material *	Strip Plank Cedar
Hull Colour *	Grey
Deck Material *	Marine Ply / Cedar
Deck Colour *	White
Maximum Crew *	8
Boat Registration No. 	ON 85000
RMS (Maritime) Sticker issued 	<input checked="" type="radio"/> No <input type="radio"/> Yes <input type="radio"/> N/A
Boat Category 	Category 5
Distinguishing Marks 	Grey Hull

**SAVE** **Cancel**

## Audit Forms

So now you are setup and ready to complete your Audit Form. Click on the Audit Forms icon.



## Audit Form

See all those **RED** boxes? You need to turn them **GREEN**.

You now need to work through the form, marking each box either 'N/A' or 'Yes'. Each box will turn **GREEN** when you have checked them. ALL BOXES under the 'P' column must be **GREEN** before you can submit your form. The boxes under the 'A' column are for the Auditor. You are locked out of these.

There are other areas of the form that you cannot access as well, such as where there is a **BLACK** box under the 'A' column, still mark either the 'N/A' or 'Yes' box as this is an acknowledgement that you understand the rule.

Continue to work your way through them, you can use the SAVE button at the top if you need to stop for some reason and go back to it later.

ITEM	EARLIEST EXPIRY	EXPIRY	AUDITOR	ITEM	EARLIEST EXPIRY	UPDATED EARLIEST EXPIRY	AUDITOR	
Fire ext (12 mth.)	02-04-2020			Lifejackets	02-04-2020			
NOTE: Some clubs will not accept self-servicing of fire extinguishers and lifejackets. Check with the club for specific requirements								
THIS SECTION TO BE COMPLETED AND TICKED OR INITIALED BY PERSON IN CHARGE(P) AND AUDITOR(A). IF ITEM NOT APPLICABLE, MARK 'N/A' OR DASH '-'								
REG	STRUCTURAL/FIXED DECK ITEMS						P	A
2.03.1	Equipment functions & adequate for intended use						N/A	Yes
2.03.2	Ballast & heavy equipment secured						N/A	Yes
3.06.1	(b) Enclosed cabin, 25.5m LH, and carrying fuel below decks, 2 exits						N/A	Yes
3.07.1	(a) No hatches forward of maximum beam open inwards except if size < 0.071 m <sup>2</sup>						N/A	Yes
	(b) Non-conforming hatches labelled 'Not to be opened at sea'						N/A	Yes
3.07.2	(a) (i) Hatches above water when heeled 90°						N/A	Yes
	(a) (ii) Non-conforming hatches: size < 0.071 m <sup>2</sup>						N/A	Yes
	(a) (iii) Non-conforming hatches kept shut while racing						N/A	Yes
3.08.1	Cockpit strong, self-draining, & watertight (2.08.2)						N/A	Yes
3.08.3	If fitted, Bilge pump outlet not connected to cockpit drain						N/A	Yes
	Cockpit Drains							
	LH	Earliest of Age or Series Date	Minimum draining size after allowance for screens					
3.08.7	Under 8.5m	Any	2 x 25mm diameter or equivalent			N/A	Yes	
	8.5m and over	pre 07/1977	2 x 25mm diameter or equivalent					
	8.5m and over and over	post 07/1977	4 x 20mm diameter or equivalent					
3.08.8	Multihull Minimum drain sizes 20cm <sup>2</sup> per m <sup>2</sup> cockpit						N/A	Yes
3.12.6	(a) Lifelines uncoated stainless steel wire						N/A	Yes
	(d) Dap secured by lanyard ≥ 100 mm; Lanyard replaced annually						N/A	Yes
	(e) Total lifeline system = strength of required wire						N/A	Yes
3.20.6	Bilge pump not to discharge into closed cockpit						N/A	Yes
3.20.7	Bilge pump not connected to cockpit drains						N/A	Yes

Once you have made all the boxes **GREEN**, it should look like this..

AS NUMBER: [REDACTED] CLUB: [REDACTED]

**EARLIEST EXPIRY DATES - indicate 'hire' or not applicable 'n/a' if relevant**

ITEM	EARLIEST EXPIRY	UPDATED EARLIEST EXPIRY	AUDITOR	ITEM	EARLIEST EXPIRY	UPDATED EARLIEST EXPIRY	AUDITOR
Fire ext (12 mth.)	02-04-2020			Lifejackets	02-04-2020		

*NOTE: Some clubs will not accept self-servicing of fire extinguishers and lifejackets. Check with the club for specific requirements*

**THIS SECTION TO BE COMPLETED AND TICKED OR INITIALED BY PERSON IN CHARGE(P) AND AUDITOR(A). IF ITEM NOT APPLICABLE, MARK 'N/A' OR DASH '-'**

REG	STRUCTURAL/FIXED DECK ITEMS	P	A
2.03.1	Equipment functions & adequate for intended use	N/A  Yes	
2.03.2	Ballast & heavy equipment secured	N/A  Yes	
3.06.1	(b) Enclosed cabin, ≥5.5m LH, and carrying fuel below decks, 2 exits	N/A  Yes	
3.07.1	(a) No hatches forward of maximum beam open inwards except if size < 0.071 m <sup>2</sup>	N/A  Yes	
	(b) Non-conforming hatches labelled 'Not to be opened at sea'	N/A  Yes	
3.07.2	(a) (i) Hatches above water when heeled 90°	N/A  Yes	
	(a) (iii) Non-conforming hatches; size < 0.071m <sup>2</sup>	N/A  Yes	
	(a) (iii) Non-conforming hatches kept shut while racing	N/A  Yes	
3.08.1	Cockpit strong, self-draining, & watertight (3.08.2)	N/A  Yes	
3.08.3	If fitted, Bilge pump outlet not connected to cockpit drain	N/A  Yes	
3.08.7	Cockpit Drains		
	LH	Earliest of Age or Series Date	Minimum draining size after allowance for screens
	Under 8.5m	Any	2 x 25mm diameter or equivalent
	8.5m and over	pre 07/1977	2 x 25mm diameter or equivalent
	8.5m and over and over	post 07/1977	4 x 20mm diameter or equivalent
3.08.8	Multihull Minimum drain sizes 20cm <sup>2</sup> per m <sup>3</sup> cockpit	N/A  Yes	
3.12.6	(a) Lifelines uncoated stainless steel wire	N/A  Yes	
	(d) Gap secured by lanyard ≤ 100 mm ; Lanyard replaced annually	N/A  Yes	
	(e) Total lifeline system ≥ strength of required wire	N/A  Yes	

Once you have all the boxes **GREEN**, then click SAVE. Now your form is ready to be submitted. So, click on SUBMIT at the top right of the form.

**AUSTRALIAN SAILING (AS)**  
2017-2021 SPECIAL REGULATIONS EQUIPMENT AUDIT FORM

CATEGORY 7	MONOHULLS & MULTIHULLS	Short races in sheltered waters in daylight hours only with effective rescue availability
DATE OF AUDIT	SAIL NO.	BOAT NAME
00-00-0000 00:00 AM	2	CARIOCA

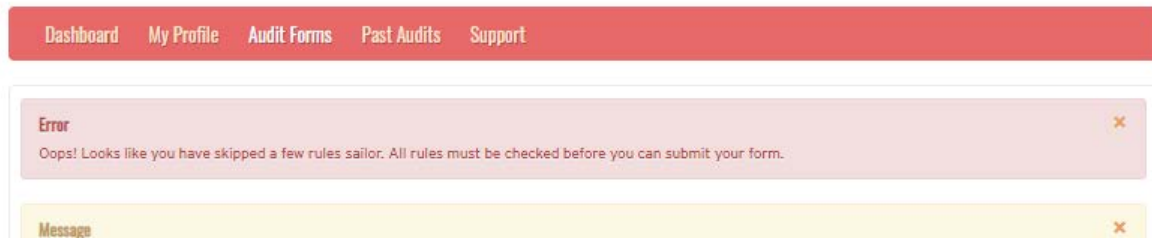
Print   
 Close   
 Save   
 Submit

Audit Form valid until 30/06/2021 or [REDACTED] (annual audit period July 1 to June 30). Expiry dates to be updated as required at bottom of current page to maintain compliance. Subject to spot checks Special Regulations (SR) 2.02.2

**OWNER DETAILS**

If you get an error message saying that you missed some boxes, just go back through the form. **Tip:** double check the lifejacket and anchor sections.

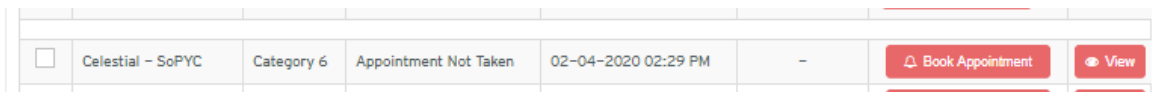
See the error bar at the top in the image below.



## Audit Appointment

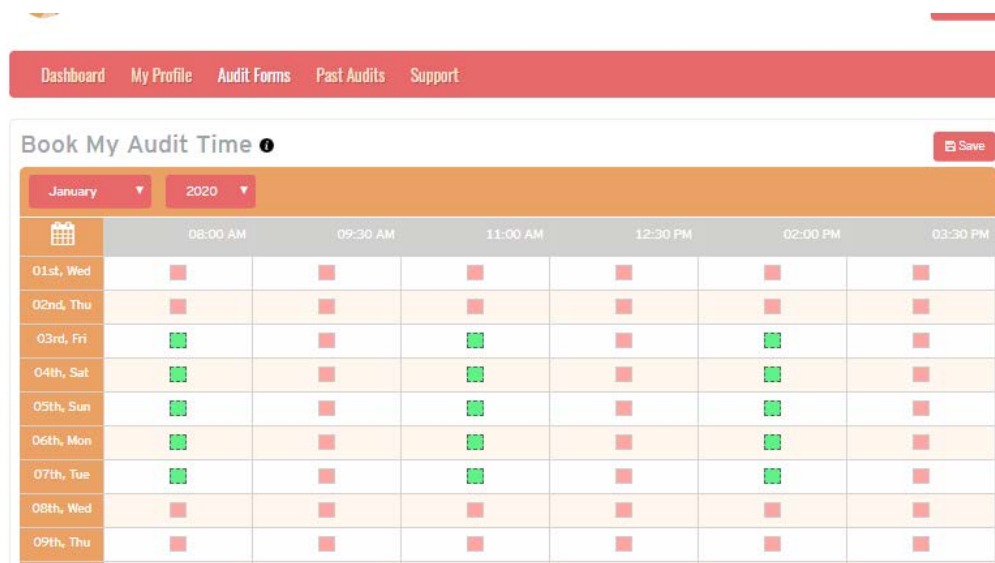
Once you have successfully submitted your Audit Form, you will receive an email asking you to book an appointment with an Auditor (if the system is set to automatic mode).

Click on the link in the email which will log you back into your Yacht Safe account and select Audit Forms. Click on the Book Appointment button which will then take you into the booking area.



## Audit Booking

This is the booking page. See those **GREEN** check boxes? Those are available appointments. Click on one and **SAVE**. Don't forget to check the month and year boxes are correct.



## **Audit Booking Confirmation**

You will now receive an email with the appointment details and your Auditor contact details.

**To:** [boatowner@gmail.com](mailto:boatowner@gmail.com)

**Subject:** Upcoming Audit Owner

**Dear Boat Owner**

Congratulations you have successfully booked an Audit Appointment.

Your audit date is 13-09-2020 03:00 PM

Your Auditor is John Garner and can be contacted on 0418 520 662

Please ensure you and your boat are fully ready for the appointment, please go to the Yacht Safe Web Site and check the resources page for tips and information on how to pass your Audit FIRST TIME.

A first-time pass makes for a speedy less complicated process.

Should you not be able to keep your appointment for some reason, please notify your yacht club administrator, and the nominated auditor.

Kind Regards

The Yacht Safe Team

Please do the right thing by your volunteer Auditor by being early and being ready. Have all your gear out and ready for inspection. Get some crew along to help. Experience has shown many crew are not in tune with a boats safety equipment, so it's a great opportunity for them to be involved and it takes the pressure off you as well.

We understand that it can be a little challenging for the first-time user and beginners. We are working very closely with your Sailing Admin team to assist them to assist you.

We all know SAFETY COMPLIANCE is a very important part of any sport and sailing is NO EXCEPTION. Our sport has inherent dangers and being a smart Skipper/Owner by getting your crew involved with the safety equipment on your boat could save a life!

Yacht Safe is a cloud-based application accessible from any mobile device providing your sailing admin and race officials live instant access to all your Club's racing yacht safety compliance records.

It's good for sailing and it's good for you.

Kind regards,

Malcolm Eaton NEA, NJ