

COWES CORINTHIAN YACHT CLUB
Standard Operating Procedure
Use of CCYC Cranes

Procedure No	SOP Site-01	Supersedes	April 2019 issue
Pages	1	Date Issued	March 2020
Prepared by	Ralph Hillier	Authorised by	Mike Dixon

1. Purpose

To define the procedures for using the CCYC cranes.

2. Application

This procedure applies to the launching and recovering of any craft.

3. General

- 3.1 There are two cranes. Looking from the Clubhouse over the marina the crane on the left is rated at 2 tons and the one on the right, at 1½ tons. The preferred Crane to be used is the 2 ton one.
- 3.2 Only operators authorised by CCYC may use the cranes. Each year before using a crane for the first time authorised users are required to have a refresher from the Bosun or member of the Site Committee on use of the cranes.
- 3.3 Authorised users are responsible for the whole operation, slinging, lifting and locating in cradles.
- 3.4 A list of authorised users is maintained by the Bosun and kept in the Bosun's office. Authorised users must sign to agree to comply with this Procedure.
- 3.5 Ideally there will be three people involved in the operation: One to control the crane, one to guide the boat on the apron and the third to guide the vessel from the pontoon. Both a bow and stern line should be used. **There should never be less than two people to launch / recover boats.** Cadet members must not be involved in boat launch / recovery operations.
- 3.6 Under no circumstances is anyone allowed in a vessel that is being launched or recovered.
- 3.7 Both cranes have 2 speeds of operation. Only slow speed should be used when vessels are 'in lift' until clear of the water. If a vessel has taken a significant amount of water on board this must be reduced either by bailing or lifting slowly to allow self-drainers to clear the water.

4. Crane Specifics

4.1 The 2 Ton Crane

- 4.1.1. There is a mains 'ON/OFF' switch behind the Bosun's Hut. The power to the crane is normally left on.
- 4.1.2. The control box is on a short wander lead and must be kept in its box when not in use and must never be used from the pontoon - only from the apron.
- 4.1.3. The rope that controls the swing of the crane should be secured to the guard rail when the crane is not in use.
- 4.1.4. The hook of the crane must be tethered to its securing line on completion of operations.

4.2 The 1 1/2 Ton Crane

- 4.2.1. The mains 'ON/OFF' switch is located on the pillar of the crane. The power to the crane should be switched off when operations are complete.
- 4.2.2. The control box is on a short wander lead must be kept in its box when not in use and must never be used from the pontoon - only from the apron.
- 4.2.3 The rope that controls the swing of the crane should be secured to a cleat on the decking when the crane is not in use.
- 4.2.4. The hook of the crane must be tethered to its securing line on completion of operations.

5. Preparation

- 5.1 Adequate space must be available on the launching pontoon.
- 5.2 Put temporary warning signs (Cranes in Use) in suitable places.
- 5.3 Safety Fence. On launching, the fence should only be removed when the vessel is 'in lift' and replaced immediately the vessel is in the water. On recovery the fence must be removed prior to the start of lift and replaced immediately the vessel is on the apron. When a number of boats are being launched / recovered consecutively it is the responsibility of the last boat to replace the fence.
- 5.4 Trailers and trolleys to be stowed neatly to allow boats to move freely on the apron.

6. Care of Slings and lifting equipment

- 6.1 Slings should be inspected before and after each lift operation. Check for abrasions, kinks etc.
- 6.2 The area around the lifting attachment / eye on the boat should be monitored.
- 6.3 Any defects must be reported to the Bosun or a Flag Officer without delay.