



## **DOCUMENTATION REQUIRED FOR YOUR SURVEY**

1. This safety checklist must be completed by the owner/owner's representative/skipper before the safety inspection and brought to the safety inspection.
2. You must have a copy of the following documentation to give the safety officer for submission to SAS
  - a. Proof of payment
  - b. A copy of your foreign registration certificate (if applicable)
  - c. In the case of a vessel >24m LOA, a copy of the certificate proving that your vessel is <100GT.
3. You must have the following documentation available for inspection
  - a. Your vessel's Certificate of Listing and your previous Certificate of Fitness (CoF). Note that any vessel with an SA or ZA marking must be correctly listed by SAS in the name of the current owner.

**Please note that if the safety checklist has not been completed, the safety officer cannot go ahead with the safety inspection.**

<b>Vessel and Owner Particulars</b>	
Name of Vessel	
Approved Marking	
Marina where normally moored (or normally launched for a trailer-borne vessel)	
Length of Vessel	
Maximum number of persons permitted to be carried on board	
EPIRB ID (15 digit hexadecimal code)	
Radio call sign if applicable (from radio license)	
MMSI number if applicable (from radio licence)	
Colour of hull and deck	
Name of Owner	
ID Number of owner or company registration number	
Telephone number of owner	
Email Address of owner	
Postal address of owner	

### **USE OF CHECKLISTS – Pleasure vessels**

Surveyors and Safety Officers must receive a completed copy of the checklist at or before the time of survey. Pages 1 and 2 of the checklist must be retained by the safety officer and submitted to SAS together with the notification of completion of survey for filing and audit purposes. The remaining pages must be retained by the boat owner for guidance and future reference.

### **HAVE YOU PROVIDED SAFE ACCESS TO YOUR VESSEL?**

Owners and skippers are advised that SAMSA regards the non-provision of safe access to vessels in a serious light. Safe access is a requirement for ALL persons requiring access to vessels (not just surveyors). SAMSA surveyors are instructed to issue a PROHIBITION ORDER where safe access is not provided. All work on board is to be stopped until safe access is provided to the satisfaction of the surveyor. (Merchant Shipping Act, 57 of 1951 section 9(5))

<b>General</b>		✓
Commercial Vessels Regulation 2	The National Small Vessel Safety Regulations define a pleasure vessel as a vessel that is used solely for sport and recreation. Any other vessel is a commercial vessel. A SAS CoF is for pleasure vessels only. By ticking the block to the right, the owner acknowledges that he has understood that he may not use his vessel for commercial purposes.	
Passenger vessels Regulation 2	Any vessel carrying more than 12 passengers is defined as a passenger vessel and has to meet additional safety requirements beyond the scope of the SAS safety inspection. By ticking the block to the right, the owner acknowledges that he has understood that he may not carry more than 12 passengers.	
Crewing Regulation 14	The vessel has to be under the constant guidance of a person holding an appropriately endorsed Certificate of Competence. This certificate of competence (or a certified copy) must be available for inspection at all reasonable times.	
Manning Regulation 14	In addition to having a qualified skipper on board, the owner must ensure that the vessel is sufficiently and efficiently manned. There are to be sufficient competent persons on board with regards to the requirements of other safety provisions, i.e. such as keeping a proper lookout and the manning (minimum number of crew) of the vessel.	
Essential Safety Information Regulation 7	On EVERY occasion and BEFORE the vessel goes to sea, all skippers must ensure that: 1. Every person aboard receives essential and appropriate safety information; such as the location of the safety appliances and equipment aboard as well as instruction in the use of such items. 2. The safety appliances and equipment are inspected, fit and ready for use.	
Operational Limits Regulation 10	No person may operate a vessel beyond the distance from shore for the category it is licensed.	
Carrying persons in excess Regulation 11	It is illegal to exceed the number of persons specified on the vessel's safety certificate, except in an emergency such as in the case of a search and rescue operation.	
Voyage information Regulation 12	Before a vessel goes to sea, the particulars of the vessel and the names of the crew are to be left with the harbour master, at the launch site, or in certain cases, relatives, a police station or responsible person. However, where local authorities or authorized agents have implemented reporting mechanisms, these shall be complied with. Upon returning from sea or the voyage, the person or authorities with whom the voyage information were left, must be informed accordingly.	
Assisting vessels in distress and reporting dangers to navigation Regulation 13	It is the duty of a skipper to report dangers to navigation and assist vessels in distress.	
Radio watchkeeping on VHF while at sea. ITU Radio Regulations.	If you have a VHF radio, it is an ITU requirement to keep a listening watch, when practicable, on channel 16 while at sea. If you have a DSC VHF radio, you are also required to keep a listening watch on Ch70 while at sea.	
Physical and mental fitness Regulation 17	No person may operate a vessel or vessel's equipment whilst under the influence of alcohol or drugs. (Maximum of 0,05 gram/100 ml alcohol in blood or 0,24 mg/1000 ml alcohol in breath). No person may refuse that a specimen of blood or breath be taken. No person may operate a vessel if he/she is not physically able to do so and/or of sound mental health.	
Reporting Marine Incidents Merchant Shipping Act Sect 259	The master or owner is required to report all serious marine safety incidents to SAMSA. This includes loss or serious damage to a vessel, loss of life or serious injury, or a situation of great peril. See Marine Notice 8 of 2011 or any update to that marine notice.	

<b>Construction Requirements – Annex 1</b>		✓
CONSTRUCTION REQUIREMENTS Regulation 6	It is an offence to sell a vessel which does not comply with the construction requirements except where accompanied by a letter or certificate detailing the extent to which the vessel does not or cannot comply.	
DOCKING/SLIPPING Regulation 5 Regulation 23  Initial inspections for LGSC/COF will require the external structure and fittings of the vessel to be inspected by the surveyor.	<u>COF Annual Checks:</u> <u>Trailer-borne vessels:</u> Ensure the vessel's structure, equipment, appliances arrangements and material continues to be in compliance with the regulations. <u>Non-trailer-borne vessels:</u> Owners are required to maintain their vessels in a safe condition and document their efforts to do so [see: HULL INSPECTIPON RECORD]. Surveyors and Safety Officers may require vessels to be removed from the water for external hull inspection, if the condition of the vessels hull or fittings requires additional inspection at the time of annual survey.	

SUFFICIENT RESERVE POSITIVE STABILITY (Regulation 6 )	Careful consideration of vessel stability required when considering modifications to the vessel or changes in its operation which increase the load carried by the vessel.	
INGRESS OF WATER Regulation 6	Decked vessels shall not have any point of possible ingress of water, except for scuppers, less than 200 mm above the surface of the water. Careful consideration required when modifications to scupper arrangements are considered. (Changes to as-built arrangements.)	
COLOUR OF DECK Regulation 9	To assist with search and rescue, the deck is to be painted or pigmented in a colour which is readily visible from above in any sea condition. (Or the vessel may carry a pigmented canvas extending the full the width of the vessel, but not less than 2m x 2m).	
Navigation lights Collision Regulations (Colregs)	Any vessel going to sea at night must have properly fitted navigation lights in accordance with Colregs. Lights must be of an approved type; must show the correct sectors; wiring to be neat, secured and waterproof.	
Built-in buoyancy Paragraph 1	Sailing vessels are only exempt from the requirement to have certified buoyancy or a liferaft: <ul style="list-style-type: none"> <li>• when on sheltered waters or</li> <li>• when at sea within 15 miles from shore and within 30 miles from a safe haven, provided such vessels do not operate at night except for the period within two hours after sunset within the designated limits of a commercial harbour.</li> </ul> Tick the box to indicate that you have understood this requirement <input type="checkbox"/> →	
Hatches on deck (Paragraph 2)	Hatches on the open deck must be provided with hatch covers that are watertight when dogged down. Special care is to be given to flush deck hatches. All watertight hatches should be able to withstand a hose test. Sailing vessels with aft facing companionways which are closed by washboards need not be watertight, but should still be able to substantially retard water ingress.	
Guard rails (Paragraph 3)	All open decks or walk ways on <u>sailing vessels</u> should be protected as follows: <ul style="list-style-type: none"> <li>• Vessels 9 metres or more - 560 mm high</li> <li>• Vessels less than 9 metres - 410 mm</li> </ul> Provided that category C, D, E and R sailing pleasure vessels less than 9 meters are exempt from this requirement if: <ol style="list-style-type: none"> <li>1. Such vessel is within 30 miles of a safe haven and</li> <li>2. Every occupant of the vessel wears an approved flotation aid in rough weather when on deck.</li> </ol>	
Towing arrangements (Paragraph 4)	Every vessel must be provided with an efficient means of securing a tow rope or anchor cable at the bow and at the stern. (Capability to tow and to be towed)	
Underwater hull fittings (Paragraph 5)	Inlet and discharge pipes attached to the <u>underwater</u> part of the hull must be properly flanged to the hull and provided with a valve or shut-off cock inserted in the line as close as possible to the hull. Definition of underwater for sailing vessels: The sheer line, at midships.	
Ventilators (Paragraph 6)	Vents serving engine or accommodation spaces to be provided with proper closing devices or water traps to prevent water ingress into the compartment. Vents serving only engine spaces must be able to shut off air flow in case of fire.	
Inboard Petrol Engines (Paragraph 7 (4))	Engine installed in a compartment protected from spray and flooding and is adequately ventilated Manual bilge pump fitted in engine compartment Battery to be stowed outside of engine bay, protected by spray and flooding Marinised carburettor with flash arrester fitted Sparkless alternator and starter Flameproof extractor fitted to engine bay, runs for 30s before engine starts Remote controlled fire extinguishing system	
Exhaust Pipes and Silencers Paragraph 7(5)	Water cooled or lagged.	

Fuel tanks (Paragraph 8)	To be efficiently secured and constructed of suitable material; Outlets of built in tanks to have shut off valves (or approved automatic shut off or anti-siphoning devices). If not readily accessible the valves should be able to be operated remotely; Filler pipes must have threaded plugs or caps. Only non-corrosive materials may be used; Breather pipes should not leak even if the vessel is heeled to 50°; Fuel levels should be able to be determined and where gauge glasses are fitted, they must be fitted with self-closing valves; All fuel tanks holding PETROL must be fitted or stored outside engine and battery compartments.	
Electrical installations (Paragraph 9) (Sailing vessels)	Every sailing vessel fitted with an inboard auxiliary engine must be provided with at least one bank of batteries, unless a hand-start engine is fitted. Vessels required to be provided with one or more banks of batteries must be provided with a suitable battery charging appliance, and if more than one engine is fitted each engine must be fitted with a battery charging appliance capable of charging both banks of batteries. A single bank of batteries must be capable of providing 12 hours' auxiliary power for navigation lights, electric bilge pumps (if provided) and fixed radio equipment. Installation to conform to good marine practice.	
Emergency steering Annex 1 Para 10	Fitted except where steered by means of a tiller. May be portable but must be accessible for rapid attachment) Alternative emergency steering to be practical and demonstrated.	
Bilge pump requirements for category B, C, D,E and R decked sailing vessels over 7m in length: One (1) hand operated bilge pump	Minimum capacity 2000 litres per hour; Underwater discharges need sufficient non-return valves fitted to prevent back flooding; Portable pump levers to be kept in a readily accessible space as near to the pump as possible. (In the case of pumps above deck, then in a locker above deck)	
Visibility at steering position (Paragraph 12)	Where a steerage position is not in the open, clear visibility is required, through safety-toughened clear glass ( <i>i.e. not through opaque and starred plastic</i> ), forward, from two points abaft the beam on each side (112½° to port and starboard of the centre line). Protection of glare from the sun may be afforded by portable tinted screens (or the roll-down type) and <u>not fixed/stuck to the glass.</u>	
Maintenance of propulsion and steering machinery (Paragraph 13)	Periodically serviced and maintained according to the manufacturers specifications by competent persons.	
Gas appliances (Paragraph 15)	All gas appliances and tubing must be maintained in good working conditions at all times. A safety cut-off device that is activated automatically if the flame is blown out is highly recommended.	
Standing rigging (Regulation 6)	SAS recommends that standing rigging should be thoroughly checked at least once every two years by a rigging expert or someone with appropriate expertise.	

## Safety Appliances and Equipment – Annex 2

Item No	Description	Remarks	✓						
2	Approved Buoyancy Aid To be fitted with the following: 1. Whistle 2. Lifting loop 3. Retro – reflective material Please note that a Level 100 PFD might not turn an unconscious person onto his back. A level 50m PFD is intended for competent swimmers and might be inadequate for non-swimmers.	One PFD per person aboard. The minimum requirements are: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Daylight operations</td> <td style="width: 33%;">SANS/ISO 12402-5</td> <td style="width: 33%;">Level 50</td> </tr> <tr> <td>Night time operations</td> <td>SANS/ISO 12402-3</td> <td>Level 150</td> </tr> </table> Refer to the latest Marine Notice: SAMSA Approval of Lifejackets and Buoyancy Aids. SAS and World Sailing strongly recommend wearing comfortable inflatable single chamber 150N lifejackets with integrated harnesses where appropriate. An approved light is recommended for night operation. Life jackets or PFD's are to be worn: 1. by every child under twelve (12) years of age on deck when the vessel is underway. 2. when directed by the skipper	Daylight operations	SANS/ISO 12402-5	Level 50	Night time operations	SANS/ISO 12402-3	Level 150	
Daylight operations	SANS/ISO 12402-5	Level 50							
Night time operations	SANS/ISO 12402-3	Level 150							
5	Projectile flare set	Unexpired and containing a minimum of 6 flares.							
9	Hand Held Smoke Marker	Unexpired, approved.							

10	One (1) waterproof torch, spare batteries and a spare bulb	<u>ONLY</u> required on vessels operating at night - Spare batteries and bulb to be kept in a watertight container	
13	Ships bell or sound signalling device capable of making the signal "R"	<u>ONLY</u> required on vessels of 20m or more in overall length. ("R" is Morse Code • — • )	
16	Two (2) black balls or shapes, at least 400mm in diameter	<u>ONLY</u> required on vessels of 12 (twelve) metres or more in overall length.	
20	EPIRB <i>Only required for Category A vessels.</i>	<i>If the owner opts for an EPIRB or PLB, it is essential that it is registered with the MRCC. The EPIRB false alarm level is so high that the MRCC will be reluctant to initiate search and rescue unless they can confirm that the vessel is indeed at sea.</i>	
24	Suitable approved fire extinguishers. Serviced annually by an approved SAMFAS station.	One <u>per engine</u> , and, in decked vessels of 9 (nine) metres or more in length, one (1) in each compartment formed by a complete transverse bulkhead (e.g. galley, sleeping accommodation and wheelhouse). See latest Marine Notice for SAMSA approved SAMFAS Stations	
29	Full set of sails	Including storm sails where appropriate	
32	Proper <u>patent</u> anchor and chain, with a suitable length of rope for the area of operation	<i>Length of chain:</i> Vessels of 6 (six) metres and more - at least 5m Vessels under 6 (six) metres - at least 3m <i>Length of Rope:</i> At least 50 metres Inspect weak link.	
33	Watertight capsize bottle attached to vessel with rope readily accessible in event of capsize	Containing flares, survival and emergency equipment. The rope length must not be less than 1.5 times the length of the vessel and manufactured to be non-slip.	
38	SAMSA Approved self-inflating life-raft capable of carrying all persons aboard. Stowed on deck or in a readily accessible position. Serviced according to the manufacturers' instructions.	Category B, C, D and E sailing vessels are only exempt from the requirement to have certified buoyancy or a liferaft: <ul style="list-style-type: none"> <li>• when on sheltered waters or</li> <li>• when at sea within 15 miles from shore and within 30 miles from a safe haven, provided such vessels do not operate at night except for the period within two hours after sunset within the designated limits of a commercial harbour.</li> </ul> SAMSA strongly recommend fitting a hydrostatic release unit Refer to the latest Marine Notice regarding provision of life-rafts	
39	Spares	Adequate for the purpose of carrying out emergency repairs to machinery and essential equipment aboard.	
40	Tools		
41	Highly visible 2m x 2m canvas (Regulation 9)	Only applies to vessels not painted in visible colours. To be pigmented in a colour which is readily visible from above in any sea condition.	
	Approved Marking Regulation 21	The vessel must be marked with an approved marking issued by SAMSA or an Authorised Agency. SAS issues SA numbers for sailing vessels and ZA numbers for power vessels.	
	Marking of equipment Annex 2 Para 3(1)	All life-jackets, buoyancy aids, life-buoys, Dan-buoys, flares, oars, paddles and life-rafts are to be permanently marked with the vessel's name or "approved marking".	
	Marking of trailer Annex 2 Para 3(1)	Where any vessel is launched from a trailer other than a dolly at a private launching site the trailer must be marked in a conspicuous position, with the vessel's name, or approved marking and with the owner's name and emergency contact number.	

**Additional safety equipment strongly recommended by SAS.** It is important to recognise that the regulations define an absolute minimum requirement. It is up to the owner/skipper to decide what additional equipment is appropriate for a specific voyage. The list below would be considered by many skippers to be a minimum list of additional equipment. For a more complete list the World Sailing Offshore Special Regulations (available on the SAS web site) provides a useful reference.

Fixed marine VHF radio	Emergency and routine communication	
Portable waterproof VHF radio and/or cell phone in a transparent plastic waterproof pouch (e.g. Aquapac)	Back-up emergency communication	
Suitable magnetic steering compass and/or hand bearing compass	For use in navigation. Particularly useful when lost in fog.	
A suitable combination of navigational equipment appropriate for the voyage	A suitable combination of navigational equipment, viz: charts, chart plotter, GPS, log, depth sounder, radar and AIS.	
Suitable means of cutting standing rigging		
Jack stays and secure clip on points	To allow crew to clip on in adverse weather conditions	
Danbuoy		
Horse shoe life buoy		
Floating light or lights attached to the danbuoy and/or horse shoe ring	To assist with MOB recovery at night.	
Portable LED spotlight	To help locate a MOB at night	