

1 **DRAFT SAINT LUCIA NATIONAL STANDARD**

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3
4
5 **DNS/ISO 20410: 2017**

6
7
8 **TOURISM AND RELATED SERVICES — BAREBOAT CHARTER —**
9 **MINIMUM SERVICE AND EQUIPMENT REQUIREMENTS (ISO**
10 **20410: 2017, IDT)**

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43
44 **THIS IS AN IDENTICAL ADOPTION OF INTERNATIONAL ORGANISATION**
45 **FOR STANDARDISATION ISO 20410: 2017**

46 **GENERAL STATEMENT**

47

48 The Saint Lucia Bureau of Standards was established under the Standards Act (No. 14 of 1990)
49 and started operations on 01 April 1991. A broad-based 15-member Standards Council directs
50 the affairs of the Bureau.

51

52 The Standards Act gives the Bureau the responsibility to develop and promote standards and
53 codes of practice for products and services for the protection of the health and safety of
54 consumers and the environment as well as for industrial development in order to promote the
55 enhancement of the economy of Saint Lucia. The Bureau develops standards through
56 consultations with relevant interest groups. In accordance with the provisions of the Standards
57 Act, public comment is invited on all draft standards before they are declared as Saint Lucia
58 National Standards.

59

60 The Bureau also administers the Metrology Act No. 17 of 2000. This legislation gives the
61 Bureau the responsibility to regulate all weights and measures and to manage and co-ordinate
62 the metrication of Saint Lucia.

63

64 The Bureau operates a Product Certification Scheme applicable to all products for which
65 national standards exist. If a product satisfies all the requirements for certification, a licence to
66 carry the Saint Lucia Standard Mark is issued to the manufacturer of the product. The presence
67 of the mark on a product indicates that the product conforms to all the requirements of a specific
68 national standard and assures consistent quality (of the product) to the consumer.

69

70 The Bureau is a member body of the International Organisation for Standardisation (ISO), an
71 affiliate member of the International Electrochemical Commission (IEC) and a member of the
72 CARICOM Regional Organisation for Standards and Quality (CROSQ) and the Pan American
73 Standards Commission (COPANT). The Bureau is the local agent for several foreign standards
74 bodies such as the British Standards Institution (BSI) and the ASTM International (formerly
75 known as the American Society for Testing and Materials). The Bureau serves as the enquiry
76 point for the World Trade Organisation (WTO) on matters pertaining to the Technical Barriers
77 to Trade (TBT) Agreement. The Bureau also serves as the National CODEX Alimentarius
78 enquiry point with responsibility for coordinating national positions on CODEX matters.

79

80 In accordance with good practice for the adoption and application of standards, Saint Lucia
81 National Standards are subject to review every five years. Suggestions for improvements are
82 always welcomed at any time after publication of the standard.

83

84 **TOURISM AND RELATED SERVICES — BAREBOAT CHARTER —**
85 **MINIMUM SERVICE AND EQUIPMENT REQUIREMENTS (ISO**
86 **20410: 2017, IDT)**

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AMENDMENTS ISSUED SINCE LAST PUBLICATION

Amendment No.	Date of Issue	Type of Amendment	Text(s) Affected

91
92

FOR PUBLIC COMMENT

93
94
95

ATTACHMENT PAGE FOR SLBS AMENDMENT SHEET

FOR PUBLIC COMMENT

96 **DRAFT SAINT LUCIA NATIONAL STANDARD**

97
98 **DNS/ISO 20410**

99
100 **TOURISM AND RELATED SERVICES — BAREBOAT CHARTER —**
101 **MINIMUM SERVICE AND EQUIPMENT REQUIREMENTS (ISO**
102 **20410: 2017, IDT)**
103

104 **TECHNICAL COMMITTEE FOR TOURISM AND HOSPITALITY**
105 **SERVICES**

106 **The following persons comprised the Technical Committee, which was responsible for**
107 **overseeing the adoption of this standard:**

108
109 **Chairperson**

Representing

110
111 Anne Margaret Adams

Ministry of Tourism, Information and
Broadcasting

112
113 **Members**

114
115 Donalyn Vittet

Saint Lucia Tourist Board

116 Donette Ismael

Saint Lucia Hotel and Tourism
Association

117
118 Diane Mathurin

National consumers Association

119 Erwin Louisy

Barefoot Holidays

120 Ira Isaacs Henry

Department of Health and Wellness

121 Janeva Mathurin

General Interest

122 John S Mathurin

General Interest

123 Peter Lorde

Virghen Inc.

124 Rebecca Rock

Department of Forestry

125 Shirlene Simmons-James

Saint Lucia National Trust

126 Theodora Sylvester

Sir Arthur Community College

127 Yaszie Alexander

Saint Lucia Chamber of Commerce/FDL
Pest Control Solutions

128
129 Jilian King (Technical Secretary)

Saint Lucia Bureau of Standards

130 Kensha Neptune (Recording Secretary)

Saint Lucia Bureau of Standards

131

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FOR PUBLIC COMMENT

152 **National Foreword**

153

154 This newly adopted national standard is an identical adoption of the ISO 20410: 2017 Tourism
155 and related services – Bareboat charter – Minimum service and equipment requirements.

156

157 This new standard was adopted by the national standards council on.....

158

159 The National Tourism and Hospitality Services Technical Committee (TC 6) mirrored the work
160 of the International Organization for Standardization Technical Committee for Tourism and
161 Related Services (ISO/TC 228). This allowed direct feedback and comment on the
162 international standard.

163

164 This standard is intended to be used as a tool by competent authorities under any programme
165 that promotes continual protection of the national tourism industry on the international market.

166

167 Throughout the text of this standard where reference is made to “International Standard” it
168 shall be taken to mean “National Standard” having been adopted as a Saint Lucia National
169 Standard without deviation.

170

171 Annex A is informative annex that provide further clarification of text within standard and does
172 not form part of standard requirements.

173

174

175

176

FOR PUBLIC COMMENT

177 **Introduction**

178

179 Over the last decade, bareboat charters have become popular and consequently, the charter
180 business is expanding.

181 Bareboat charter is a typical cross-border business activity, with the internet making it easy for
182 companies to offer their services to a large public. The easy access to information (via internet)
183 and the growing charter market has created a wide choice for charter services all over the world.
184 This can clearly be seen at any number of large international boat shows where there is a large
185 number of competing charter companies.

186 However, the quality of the service provision of companies that provide bareboat charter can
187 vary substantially and is difficult to compare and assess. This creates an uneven playing field
188 and dissatisfaction between charter providers and charterers alike. An international standard
189 can create a qualitative bareboat charter market and increase satisfaction levels for charter
190 providers and charterers.

191 A service standard for the provision of essential safety equipment necessary for bareboat
192 charter operation, the assessment methods for defining the quality of this equipment,
193 agreements and arrangements, safety operations and instructions, liability and insurance, etc.
194 is highly desirable in this particular tourism field.

195 Passengers on bareboat charters are not always conscious of marine safety needs. Safety
196 instructions and properly working equipment are essential to ensure the safety of those on board
197 a chartered bareboat.

198 This document addresses how to assess the quality and safety level of a bareboat offered for
199 charter. Correct assessment is of key importance at the moment of the handing over of a boat
200 (before and after the charter period).

201

202 1 Scope

203

204 This document sets out the minimum service level and equipment requirements for bareboats
205 offered for charter on inland, coastal and/or offshore waters. It is applicable to any individual
206 or organization that offers a bareboat for charter.

207

208 This document:

209

210 — covers the safety of the bareboat and its occupants, but not associated sport or water-
211 based recreational activities;

212

213 — excludes boats that are provided with a skipper and/or crew and bareboats that do not
214 have living accommodation;

215

216 — does not establish the construction requirements for bareboats and equipment provided.

217

218

219 2 Normative reference

220

221 The following documents are referred to in the text in such a way that some or all of their
222 content constitutes requirements of this document. For dated references, only the edition cited
223 applies. For undated references, the latest edition of the referenced document (including any
224 amendments) applies.

225

226 ISO 9094, *Small craft — Fire protection*

227

228

229 3 Terms and definitions

230

231 For the purposes of this document, the following terms and definitions apply.

232

233 ISO and IEC maintain terminological databases for use in standardization at the following
234 addresses:

235

236 — ISO Online browsing platform: available at [https:// www .iso .org/ obp](https://www.iso.org/obp)

237

238 — IEC Electropedia: available at [http:// www .electropedia .org/](http://www.electropedia.org/)

239

239 3.1 bareboat

240 boat with *living accommodation* (3.6) chartered without *skipper* (3.7) and/or crew provided by
241 the *charter provider* (3.4)

242

243 3.2 charter

244 hire of a boat for an agreed payment

245

246 3.3 charterer

247 individual or organization that charters a *bareboat* (3.1)

248

249 **3.4 charter provider**

250 individual or organization responsible for offering a *bareboat* (3.1) for *charter* (3.2)

251

252 Note 1 to entry: This can be the owner/operator/manager of the bareboat itself or, if applicable, a third party who
253 acts as an intermediary (agent) between the *charterer* (3.3) and the bareboat owner/operator/manager. The charter
254 provider is responsible for ensuring the bareboat charter is compliant with this document.

255

256 **3.5 charter agreement**

257 contract between *charterer* (3.3) and the *charter provider* (3.4) **habitable space**

258

259 **3.6 habitable space**

260 **living accommodation**

261 space surrounded by permanent structure in which there is provision for sleeping, cooking,
262 eating, washing and toilet facilities

263

264 Note 1 to entry: The term “habitable space” is commonly used within industry. The term “living accommodation”
265 is commonly used by the user.

266

267 **3.7 skipper**

268 person having overall command and responsibility of the *bareboat* (3.1) for the duration of the
269 *charter* (3.2)

270 Note 1 to entry: The skipper and the *charterer* (3.3) can be different people.

271

272 **3.8 security deposit**

273 refundable sum of money paid by the *charterer* (3.3) and held by the *charter provider* (3.4)

274

275

276 **4 General**

277

278 **4.1** The charter provider shall have overall responsibility for the delivery of the bareboat
279 charter. The charter provider shall inform the charterer if a third party is involved and shall
280 unambiguously state the responsibilities of the third party.

281

282 **4.2** Any advertisement for the bareboat charter shall accurately reflect the service offered
283 by the charter provider.

284

285 **4.3** The charter provider shall provide detailed information regarding the bareboat, terms
286 and conditions and service offered (e.g. in writing or via a website). The information shall be
287 available before an agreement has been signed.

288

289

290 **5 Service provision**

291

292 **5.1 In advance of the bareboat charter**

293

294 **5.1.1 Arranging the bareboat charter**

295

296 There shall be a charter agreement that sets out what is expected of charterer and the charter
297 provider. The charter agreement may consist of one or more documents. Signed copies of the
298 charter agreement shall be provided for both parties.

299 The charter provider shall unambiguously state when and how:

300

301 — the charter is agreed, any limitations and which laws govern the contract;

302

303 — may incur;

304

305 — the charter provider may amend or cancel the charter agreement and any financial
306 compensation the charter provider will give;

307

308 — a comparable alternative bareboat will be offered if the chartered one is not available;

309

310 — delays to the start and termination of the charter duration including late handback will
311 be communicated and compensated.

312

313 The charter agreement shall be simple to understand and shall be written in a language that is
314 acceptable to both the charterer and charter provider.

315

316 **5.1.2 Bareboat details**

317

318 The charter provider shall specify:

319 — the maximum number of persons permitted on board;

320

321 — the year of construction or age of craft;

322

323 — the manufacturer;

324

325 — the model;

326

327 — the layout;

328

329 — the number of cabins, heads and berths;

330

331 — the inventory of equipment supplied as standard;

332

333 — optional equipment requested by the charterer and its cost.

334

335 **5.1.3 Dates of charter and duration**

336

337 The exact dates and times of handover and return/handback shall be clearly stated by the charter
338 provider.

339

340 **5.1.4 Location**

341

342 The location(s) of where the bareboat will be handed over and handed back shall be clearly
343 stated by the charter provider. The charter provider shall give the charterer up-to-date
344 information about transport and parking options for the handover/handback location.

345

346 **5.1.5 Charter fee**

347

348 The charter provider shall clearly state the payment schedule, including taxes for the bareboat
349 charter, the currency of payment, method of payment and bank details, if any.

350

351 **5.1.6 Evidence of competence**

352

353 The charter provider shall inform the charterer of evidence of the competence that is necessary
354 for the charter.

355

356 — The charter provider shall confirm prior to signing the charter agreement that the
357 charterer will be able to provide evidence of the required level of competence.

358

359 If the charterer is not the skipper of the bareboat, the charter provider shall confirm that the
360 nominated skipper has evidence of the required level of competence.

361

362 NOTE Evidence can cover the need to operate equipment such as maritime radio sets in addition to skippering
363 the bareboat.

364

365 **5.1.7 Consumables**

366

367 The charter provider shall make it clear what is included in and what is excluded from the
368 charter fee, e.g. liquid petroleum gas (LPG), fuel, food and potable water.

369

370 **5.1.8 Services and options**

371

372 The charter provider shall confirm in writing what optional service(s) have been requested by
373 the charterer and their respective fees, e.g. cleaning arrangements.

374

375 **5.1.9 Security deposit**

376

377 The charter provider shall provide written terms and conditions for the security deposit, if any,
378 so that charges, deductions, penalties and the reasons for them are clearly explained.

379

380 **5.1.10 Operating restrictions**

381

382 The charter provider shall inform the charterer and, if different, the skipper of any restrictions
383 that are in force for the duration of the charter, e.g. geographical limits, night time use and sail
384 restrictions.

385

386 The charter provider shall inform the charterer of requirements, if any, to report the location of
387 the bareboat during the charter period.

388

389 **5.1.11 Assistance during the charter**

390

391 The charter provider shall have a procedure for handling emergency situations and shall inform
392 the charterer how assistance will be provided during the charter in the event of a breakdown or
393 an emergency.

394

395 The charter provider shall inform the charterer under what circumstances a replacement
396 bareboat and/or compensation will/will not be offered.
397

398 **5.1.12 Insurance**

399
400 The charter provider shall ensure that the bareboat is comprehensively insured for use by the
401 charterer and for third party damage. Details of the sum insured, any excess payable by the
402 charterer that is not covered by the security deposit and any limitations should be made
403 available to the charterer.
404

405 A copy of the insurance certificate shall be provided to the charterer if requested.
406

407 The charter provider shall clearly inform the charterer before signing the charter agreement if
408 any other insurance is required or recommended for the charter, e.g. excess waiver, medical or
409 travel insurance.
410

411 **5.1.13 Crew list**

412
413 The charter provider shall require and hold a crew list for the duration of the charter. As a
414 minimum, the following crew details shall be recorded:
415

416 — name;

417
418 — address;

419
420 — contact details;

421
422 — passport (or recognized identification document) number and expiry date;

423
424 — next of kin details;

425
426 — date of birth;

427
428 — nationality.
429

430 The crew list shall make clear who the skipper is (and, if applicable, the co-skipper), in
431 accordance with [5.1.6](#).
432

433 **5.1.14 Data protection**

434
435 The charter agreement shall clearly indicate how data will be used.
436

437 Data shall be securely stored and later destroyed when it is no longer required.
438

439 **5.1.15 Legal and other requirements**

440
441 The charter provider shall establish, implement and maintain a procedure:
442

443 a) to identify the legal requirements applicable to the bareboat charter;

444
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490

b) to determine how these requirements apply to the bareboat charter.

The charter provider shall ensure that these applicable legal requirements are taken into account when offering the bareboat for charter.

5.2 Handover/handback procedures

5.2.1 Arrival of charterer

The charter provider shall have a welcome procedure.

5.2.2 Handover

The charter provider shall ensure that the bareboat has been cleaned and is serviceable, and that fuel, water and LPG (if any) levels are in compliance with the charter agreement.

The crew list details shall be confirmed and shall be held by the charter provider for the duration of the charter.

The inventory shall be checked at handover and a signed copy shall be provided to the charterer.

The charter provider shall provide:

- bareboat documentation (e.g. registration document, crew lists, cruising permits) relevant for the charter;
- bareboat manual (equipment instructions) in accordance with [Clause 7](#).

The charter provider shall familiarize the charterer with the operation of the bareboat, its equipment and the bareboat manual. The drafts recorded in the bareboat manual shall be brought to the attention of the charterer.

A procedure to record the condition of the boat, and any faults, scratches or problems to be noted and agreed with the charter provider before the charter commences, is required.

The charter provider shall provide information on the following:

- a) when and where the charterer is expected to return and to leave the bareboat at the end of the charter;
- b) cleaning arrangements;
- c) final fuelling arrangements;
- d) penalties for not adhering to the charter provider's instructions or time limits;
- e) procedures in case of a problem or an emergency, and a contact number accessible 24 hours every day;

491 f) any local specific rules, customs and procedures that shall be respected during the
492 charter, and

493

494 g) any threats and dangers.

495

496 The charter provider shall provide the charterer with its contact details (accessible 24 hours
497 every day) for the duration of the charter. In addition, the charter provider shall provide contact
498 details of other competent authorized individuals or organizations offering specific assistance
499 within the permitted geographical limits of the bareboat charter, if any.

500

501 The charter provider shall draw specific attention of the charterer and the skipper to any
502 applicable requirements for preventing pollution. This shall include information on sewage
503 disposal, garbage disposal and oily waste.

504

505 **5.2.3 Handback**

506

507 The inventory shall be checked at handback and a signed copy shall be provided to the
508 charterer.

509

510 The charter provider shall verify at the time of handback that the condition of the bareboat, and
511 its cleanliness, fuel, water and LPG (if any) levels are in compliance with the charter agreement
512 and shall inform the charter at the time of handback whether or not any deposit held will be
513 returned in full.

514

515 **5.2.4 Continual improvement**

516

517 The charter provider shall have in place a feedback mechanism to facilitate continual
518 improvement of the services.

519

520

521 **6 Bareboat equipment**

522

523 **6.1 Navigation equipment**

524

525 **6.1.1 General**

526

527 Clear and simple operating instructions shall be provided on board for navigation equipment
528 including global positioning system (GPS), if any.

529

530 **6.1.2 Log book**

531

532 A log book shall be provided by the charter provider for bareboats that operate on coastal and
533 offshore maritime waters and lakes of similar character.

534

535 **6.1.3 Nautical publications and tools**

536

537 Charts, almanacs and sailing directions needed to plan the intended voyage and to plot and
538 monitor positions throughout the voyage shall be provided.

539

540 Charts shall be of such a scale and contain sufficient detail to show clearly all relevant
541 navigational marks, known navigational hazards and, where appropriate, information
542 concerning ship's routing and ship reporting schemes.

543
544 Drawing tools, pencils, erasers and dividers, as required for the area of operation, shall be
545 provided.

546
547 **6.1.4 Compass**

548
549 At least one steering compass and one hand bearing compass shall be provided for bareboats
550 that operate on coastal and offshore maritime waters and lakes of similar character.

551
552 **6.1.5 Distance log**

553
554 A distance log shall be provided for bareboats that operate on coastal and offshore maritime
555 waters and lakes of similar character.

556
557 **6.2 Communication equipment**

558
559 Communication equipment, as necessary to communicate with the Coastguard, port authorities,
560 lock keepers, other vessels, etc., shall be provided.

561
562 **6.3 Anchor**

563
564 The bareboat shall have an anchor adequate for its size together with a suitable combination of
565 chain and/or rope. Both shall be appropriate for the intended area of operation.

566
567 **6.4 Mooring equipment**

568
569 The following shall be provided as necessary for the area of operation and type of boat:

- 570
571 a) mooring lines;
572
573 b) fenders;
574
575 c) mooring pins and mallet;
576
577 d) boat hook(s).

578
579 **6.5 Gangway/passerelle**

580
581 A gangway/passerelle shall be provided as necessary for the area of operation and type of boat.
582 Instructions shall be provided for its safe use.

583
584 **6.6 Torch and searchlight**

585
586 The following shall be provided:

- 587
588 — a waterproof torch with spare batteries and a bulb;

589

590 — if operation during the hours of darkness is permitted, a waterproof high-powered light,
591 suitable for collision avoidance and searching for a person overboard at night.

592

593 **6.7 First aid kit**

594

595 A first aid kit shall be provided. Its contents shall be listed and its location shall be clearly
596 marked.

597

598 **6.8 Sound signalling device**

599

600 A sound signalling device appropriate to the area of operation shall be provided.

601

602 **6.9 Emergency re-boarding**

603

604 A means of re-boarding the craft from the water unaided shall be available.

605

606 **6.10 Man overboard prevention**

607

608 Jackstays and clipping points shall be provided on sailing bareboats that operate on coastal and
609 offshore waters and lakes of similar character.

610

611 Handholds and/or clipping points, as appropriate, shall be provided on non-sailing bareboats
612 that operate on coastal and offshore waters and lakes of similar character.

613

614 **6.11 Deck knife**

615

616 A strong sharp knife shall be provided and shall be readily available.

617

618 **6.12 Carbon monoxide detector**

619

620 Bareboats should be fitted with a carbon monoxide detector, e.g. conforming to ISO 12133.

621

622 **6.13 LPG detector**

623

624 Bareboats shall be fitted with an LPG detector where there are LPG appliances on board.

625

626 **6.14 Lifesaving appliances**

627

628 [Table 1](#) specifies the minimum required lifesaving equipment for bareboats offered for
629 charter dependant on area of operation.

630

Table 1 — Minimum requirements for lifesaving appliances

Type of lifesaving appliance	Rivers, canals and lakes of similar character	Coastal and offshore maritime waters and lakes of similar character
Personal floatation device (PFD) ^a	One PFD per person on board; minimum buoyancy 50 N	One PFD per person on board; minimum buoyancy 150 N
Harnesses and tethers ^b	Optional	Sailing bareboat: one harness and tether per person on board Other bareboat (e.g. motor boat): minimum one harness and tether per two people on board
Liferaft ^c	Optional	Liferaft(s) shall be provided with sufficient capacity for all persons on board
Lifebuoy with buoyant line ^d	A minimum of one	A minimum of one with danbuoy and light
A means of distress signalling ^e	Optional	A minimum of one

^a PFD. As a minimum, PFDs shall conform to the relevant part of ISO 12402. Suitable PFDs for each child on board shall be provided. PFDs shall be maintained and serviced in accordance with the manufacturer's instructions.

^b Harnesses and tethers. Harnesses and tethers shall conform to the requirements of ISO 12401. Harnesses and tethers are only required if the bareboat is equipped with jackstays and/or clipping points.

^c Liferafts. As a minimum, liferafts shall conform to the requirements of ISO 9650-2. Liferafts shall be maintained and serviced in accordance with the manufacturer's instructions.

^d Lifebuoys. Horseshoe and other lightweight lifebuoys shall be equipped with a drogue.

^e Means of distress signalling One of the following is acceptable: a digital selective calling (DSC) radio set, electronic position indicating radio beacon (EPIRB) or personal locator beacon (PLB). EPIRB and PLB beacons shall operate on 406 MHz and should be fitted with a GPS. In addition, other means of distress signalling referred to in International Regulations for Preventing Collisions at Sea (COLREGs), Annex 4, can be provided.

632

6.15 Hose pipe

634

635 If appropriate to the type of bareboat and area of operation, a hose pipe with suitable shore
636 fittings for refilling fresh water tanks shall be provided.

637

6.16 Portable containers

638

639 At least one empty portable container for fresh water shall be provided. It shall be marked for
640 its intended use, e.g. "fresh water only".

641

642

643 **6.17 Shore power cable**

644

645 If appropriate to the type of bareboat and area of operation, a shore power cable with suitable
646 shore connectors shall be provided.

647

648 **6.18 Table of lifesaving signals**

649

650 A copy of the table of international lifesaving signals for communicating between ships, aircraft
651 and persons in distress shall be provided for bareboats that operate on coastal and offshore
652 maritime waters.

653

654 **6.19 Firefighting equipment**

655

656 **6.19.1 Fire detection**

657

658 Each habitable space, excluding shower and toilet compartments, shall be fitted with at least
659 one fire detection device with an audible alarm. The device(s) shall be installed according to
660 the device manufacturer's instructions.

661

662 **6.19.2 Firefighting appliances**

663

664 Firefighting equipment in accordance with ISO 9094 shall be provided and shall be readily
665 accessible. All firefighting appliances shall be serviced at the manufacturer's recommended
666 service intervals.

667

668 In addition, two metal, plastic or canvas buckets with lanyards suitable for fighting fires shall
669 be provided.

670

671 **6.20 Rigging wire cutter**

672

673 A device suitable for cutting rigging wire shall be provided for sailing bareboats operating on
674 coastal and offshore maritime waters and lakes of similar character.

675

676

677 **7 Bareboat manual**

678

679 **7.1 General**

680

681 A hardcopy of the bareboat manual shall be provided on board. An additional copy may also
682 be provided by electronic means.

683

684 NOTE An owner's manual complying with ISO 10240 is deemed to be a bareboat manual in accordance with
685 this clause.

686

687 The bareboat manual shall provide necessary information for the safe operation of the
688 bareboat, equipment and systems, with due consideration for the environment. The
689 information does not need to include servicing information other than routine checks intended
690 to be carried out for operating the bareboat during the charter.

691

692 **7.2 Contents of the bareboat manual**

693

694 **7.2.1 General information and data**

695

696 The following information and data for the bareboat shall be provided:

697 a) name of the model or type;

698

699 b) maximum wind speed and significant wave height that the bareboat can operate in;

700

701 c) maximum recommended load;

702

703 d) main dimensions;

704

705 e) drafts:

706

707 — maximum height (air draft), if relevant;

708

709 — maximum draft(s) in the fully loaded condition;

710

711 f) tank capacities:

712

713 — nominal fixed fuel tank(s) capacity (in litres), with a statement mentioning that
714 all of its capacity may not be usable according to trim and loading and that a 20
715 % reserve should be kept, type of fuel and position of filling point(s) and
716 draining point (if fitted);

717 — fixed fresh water tank(s) capacity (in litres), with a statement mentioning that
718 all of its capacity may not be usable according to trim and loading, and position
719 of filling point(s) and draining point (if fitted);

720 — fixed holding tank(s) capacity (in litres), and position of through hull or deck
721 fitting(s) and draining point(if fitted);

722 — fixed oil tank(s) capacity (in litres), clean and used, and position of filling and
723 emptying point(s).

724 g) weight and type of anchor and length of anchor chain and/or rope.

725

726 **7.2.2 Maximum number of persons**

727

728 The maximum recommended number of adult persons and/or combination of adults/children
729 shall be clearly stated.

730

731 **7.2.3 Bareboat layout**

732

733 There shall be a layout plan indicating the following:

734

735 — electric outlets/switches/battery locations;

736

737 — equipment stowage;

- 738 — fresh water changeover taps, if relevant;
 739
 740 — fuel tank changeover taps, if relevant;
 741
 742 — fuel cut-off valve;
 743
 744 — tank filling fittings;
 745
 746 — pump out fittings;
 747
 748 — deck layout;
 749
 750 — liferaft stowage;
 751
 752 — seacocks.
 753

754 **7.2.4 Engine information**

755

756 Fuel consumption under normal conditions of speed and load shall be stated.

757

758 **7.2.5 Information connected with the risk of flooding and stability**

759

760 The following information shall be provided:

761

762 — the location of seacocks and through-hull fittings, by a plan, sketch or any convenient
 763 means;

764

765 — advice on keeping seacocks, cockpit drains, bungs and other opening/closing devices
 766 in the hull closed or open, as appropriate, to minimize the risk of flooding (if necessary,
 767 operating instructions for any such devices shall be provided).
 768

769

769 — advice on keeping port lights, windows, washboards, doors, hatches or ventilation
 770 openings closed when appropriate, e.g. in rough weather or at planing speeds (if
 771 necessary, operating instructions shall be provided).
 772

773

773 **7.2.6 Bilge pumps**

774

775 The location of each bilge pump, together with operating instructions, shall be provided, if
 776 relevant.
 777

778

778 **7.2.7 Stability and buoyancy**

779

780 The following information should be included:

781

782 — bilge water should be kept to a minimum;

783

784 — in rough weather, hatches, lockers and doorways should be closed to minimize the risk
 785 of flooding;
 786

786

- 787 — stability may be reduced when towing or lifting heavy weights using a davit or boom;
788
789 — breaking waves are a serious stability hazard.
790

791 **7.2.8 Escape routes**

792
793 Information shall be provided on the position of hatches, doors, and other opening (intended to
794 be a means of escape from the interior in the case of fire or capsized) and their operation.
795

796 **7.2.9 Information connected with the risk of fire or explosion**

797 **7.2.9.1 Propulsion engines and generator sets**

798
799 The bareboat manual shall specify the following:
800

- 801 — a requirement to run a petrol engine compartment fan for a prescribed time; if relevant;
802
803 — a requirement to ensure the flow of cooling water;
804
805 — a requirement to ensure that ventilation ducts are free;
806
807 — precautions when refuelling, e.g. non-smoking and treatment of fuel spillage in
808 bareboat;
809
810 — advice not to store equipment containing petrol (e.g. outboard engines, tanks, petrol
811 generators) in compartments not designed for this purpose.
812

813 **7.2.9.2 LPG system**

814
815 The following information shall be specified if a LPG system is installed:
816

- 817 — operating instructions for appliances;
818
819 — a requirement that cylinders shall be stored only in specified lockers or housings;
820
821 — that nothing other than cylinders shall be stored in cylinder lockers or housings;
822
823 — the location of lockers or housings;
824
825 — the procedure for changing cylinders;
826
827 — precautions to avoid contact of materials with naked flames and other hot areas;
828
829 — advice to shut off the valve in the event of an LPG leak or fire from an LPG tank;
830
831 — advice to ensure proper ventilation in order to prevent asphyxiation.
832

833 **7.2.9.3 Other fuel-burning appliances**

834

835 The following information shall be provided:

836 — operating instructions;

837

838 — precautions when refuelling;

839

840 — instructions for safe storage of fuel containers;

841

842 — precautions to avoid contact of materials with naked flames and other hot areas;

843

844 — advice to ensure proper ventilation in order to prevent asphyxiation.

845

846 **7.2.9.4 Fire prevention and firefighting equipment**

847

848 Information on the firefighting equipment available and its purpose shall be provided.

849

850 **7.2.10 Electrical systems: Risks of fire, explosion or electric shocks**

851

852 **7.2.10.1** Information shall be provided on:

853

854 — fire or explosion hazards that may result from improper use of electric DC and AC systems;

855

856 — electric-shock hazards that may result from improper use of electric AC systems.

857

858 **7.2.10.2** Instructions for safe operation of electrical devices shall be provided for the following, as applicable:

859

860 — operation and position of battery selector switches;

861

862 — description of switch panel(s);

863

864 — procedure for changing fuses and diagram indicating fuse position, type and capacity;

865

866 — requirement, if relevant, not to obstruct battery ventilation ducts;

867

868 — precautions when recharging and disconnecting/reconnecting battery;

869

870 — warning not to work on an energized AC system;

871

872 — precautions when connecting/disconnecting shore supply;

873

874 — if a shore supply is fitted, information about the risk of swimming close to a bareboat connected to shore power.

875

876

877

878 **7.2.11 Handling characteristics**

879

880 **7.2.11.1 Motor-powered bareboat**

881

882 The following information shall be specified on safe handling of motor-powered bareboats:

883 — maximum manoeuvring speed;

884 — avoid sudden manoeuvres at speed;

885

886 — for comfort and safety, reduce speed in waves;

887

888 — do not sit in the bow cockpit when the boat is moving fast;

889

890 — always attach and wear the emergency engine stop device if provided.

891

892 **7.2.11.2 Sailing bareboat**

893

894 Information on suitable sail plans for the apparent wind speed shall be provided.

895

896 **7.2.11.3 Engine starting**

897

898 Instructions shall be provided for safe operation when starting an engine to prevent the bareboat
899 movement and/or propeller rotation.

900

901 **7.2.11.4 Emergency steering**

902

903 The location and operation of emergency steering devices, shall be indicated, where applicable.

904

905 **7.2.12 Proper operation: Other recommendations and information**

906

907 **7.2.12.1 Man-overboard prevention and recovery**

908

909 The following shall be provided:

910 — information (if relevant) on parts of the outside of the bareboat that are not considered
911 as belonging to the working deck and that shall not be used when underway, with
912 illustrations, if necessary;

913 — identification of the means of recovery of man overboard (e.g. location and deployment
914 of ladder and how to re-board without swamping or capsizing the boat).

915 **7.2.12.2 Liferaft launching**

916

917 Instructions for launching the liferaft shall be provided, if relevant.

918

919 **7.2.12.3 Danger from moving parts of machinery**

920

921 The following information shall be provided, if relevant:

922 — instructions to avoid moving parts of inboard engine, propeller shaft;

923
 924 — instructions to avoid outboard engine propellers and not to use propeller guards as a
 925 boarding step;

926
 927 — details concerning guards fitted and instructions for use.

928

929 **7.2.12.4 Ventilation when using a combustion device**

930

931 Information on the risks from fuel-burning open-flame appliances and petrol engines (e.g.
 932 carbon monoxide and other gases) shall be provided, where relevant. This shall include
 933 instructions to open designated vent openings and not to block fixed ventilation openings.

934

935 The following warning shall be included: “Never obstruct ventilation openings and ensure that
 936 flued appliances are operating correctly”.

937

938 **7.2.12.5 Securing of loose equipment**

939

940 Recommendations to secure loose equipment safely when underway shall be provided.

941 **7.2.12.6 Respect for environment**

942

943 The following information or instructions shall be provided, if relevant.

944

945 — advice to be aware of local environment laws, and to respect codes of good practice;

946

947 — instructions not to discharge toilets or holding tanks close to shore or in any prohibited
 948 zone, and to use harbour or marina pump-out facilities to empty the holding tank before
 949 leaving the harbour;

950

951 — advice to be aware of and to respect the International Convention for the Prevention of
 952 Pollution from Ships (MARPOL).

953

954 **7.2.12.7 Use of toilets and holding tanks**

955

956 If a toilet and holding tank is fitted, information shall be provided on the following:

957 — operation;

958

959 — Y-valve use, if fitted;

960

961 — capacity of the holding tank;

962

963 — chemicals acceptable for use: cleaning materials, deodorants, anti-freeze solutions;

964

965 — pump-out procedure, including use of the manual relief valve, if applicable;

966

967 — local regulations on discharge;

968

969 — location of discharge shutoff seacocks and methods of securing these sealed shut.

970

7.2.12.8 Anchoring, mooring and towing

971

972 “Strong points” required for anchoring, mooring, towing and being towed shall be identified.

973

974 **7.2.12.9 Sources of weather information**

975

976 The bareboat manual shall provide information on sources for weather forecasts, covering the
977 geographical limits of the charter.

978

979 **7.2.13 Other information**

980

981 Other information that is particular to the safe operation of the bareboat shall be included in
982 the bareboat manual.

983

FOR PUBLIC COMMENT

Annex A
(informative)

Items for a first aid kit

The following is a list of items provided for information which shall be included in a first aid kit:

- a) 1 emergency first aid guide;
- b) 30 adhesive bandages;
- c) 1 triangular bandage;
- d) 4 sterile gauze pads (5 cm x 5 cm or 2" x 2", 7.6 cm x 7.6 cm or 3" x 3", 10.6 cm x 10.6 cm or 4" x 4")
- e) 2 sterile roller bandages (7.6 cm wide or 3" wide, 10.6 cm wide or 4" wide);
- f) 1 adhesive tape;
- g) 1 pair of scissors;
- h) 1 pair of tweezers;
- i) 1 instant cold pack;
- j) 4 alcohol pads;
- k) 2 pairs non-latex gloves;
- l) pair latex gloves;
- m) waterless hand sanitizers;
- n) burn treatment kit for the kitchen area;
- o) eye flush or eye wash;
- p) 1 emergency blanket;
- q) cardiopulmonary resuscitation (CPR) face shield.

The following is a list of items which shall be included in a first aid kit:

NOTE 1 The operator should check the expiry date on all items including bandages.

NOTE 2 Additional recommendations for the first aid kit include muscle spray and cervical collar.

Bibliography

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- [1] ISO 9650-2, *Small craft — Inflatable liferafts — Part 2: Type II*
- [2] ISO 12402, *Personal flotation devices*
- [3] ISO 12133, *Small craft — Carbon monoxide (CO) detection systems*
- [4] ISO 12401, *Small craft — Deck safety harness and safety line — Safety requirements and test methods*
- [5] ISO 10240, *Small craft — Owner's manual*
- [6] International Regulations for Preventing Collisions at Sea (COLREGs).
- [7] International Convention for the Prevention of Pollution from Ships (MARPOL)

END OF DOCUMENT