

THE DEVONPORT YACHT CLUB (INC.)

HAULAGE MANUAL



March 2016

HAULAGE MANUAL

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HAULAGE MANUAL

1. SCOPE

This manual covers all boat movements and other work where the Club's winch gear is involved.

It covers all aspects of work where Club gear is used for the normal haulage of boats or maintenance work on the Club site.

IT DOES NOT COVER BOAT OWNERS OR CONTRACTORS who move boats on or off the Club area using gear that does not belong to the Club, or who use Club gear without prior arrangement and permission in writing for such an activity.

2. HAULAGE POLICY

The Devonport Yacht Clubs' Haulage Policy is described in the Club's Yearbook. This Policy describes the Eligibility, the Haulage Application Process, Use of Facilities, Environmental Constraints, Cradles, Haulage Costs and Penalties. Also contained is a list of authorised Haulage Operators/Winch Operators.

DISCLAIMER

NOTWITHSTANDING ANYTHING THAT MAY BE IMPLIED OR STATED IN THIS MANUAL, IT MUST BE CLEARLY UNDERSTOOD THAT ALL HAULAGE AT THE CLUB IS AT THE BOAT OWNERS' RISK TO ALL PARTIES.

THE ACT OF SIGNING THE HAULAGE APPLICATION FORM MEANS THAT THE BOAT OWNER ACKNOWLEDGES THIS FACT.

HAULAGE IS A VOLUNTARY OPERATION BY CLUB MEMBERS

MOVING BOATS IS A HAZARDOUS OPERATION AND THE CLUB ACCEPTS NO LIABILITY FOR DAMAGE OR ACCIDENTS

3. INTRODUCTION

The purpose of this manual is to give a clarity and definition to haulage. It will endeavour to set out the duties and or actions in each section and the responsibilities for the actions and or duties.

The haulage system in this club works entirely on a voluntary basis. It requires new members who wish to haul or move boats to be come conversant with the club gear and systems. This is best done by the new boat owner who has not hauled before to give a hand with the haulage of a boat belonging to an experienced club member or to enlist the aid of an experienced club member when the new members boat is hauled or moved. This can be likened to the buddy system.

It is the boat owner's responsibility to gain this knowledge and to ensure the safety of the people who are moving the member's boat.

The responsibility for haulage for the club rests with the designated flag officer who accepts this responsibility at the first committee meeting after the annual general meeting. **The flag officers authority may be delegated** to a person hereafter called " Haulage Manager" to operate the years programme. That **flag officer can not delegate his responsibility** to ensure as smooth a system as possible operates bearing in mind it is a voluntary one. Therefore the Haulage Manager at some times may also be the flag officer but this should be clarified through the first club newsletter after the AGM.

No boat movement of any description will take place on the section without the current official Devonport Yacht Club haulage application form being signed and physically held by the Haulage Manager prior to the boats movement.

Anyone one who either consents to or moves a boat without the above form being signed accepts total responsibilities for any problems that may arise.

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4. BOAT OWNER'S RESPONSIBILITY

It is the responsibility of the boat owner to become familiar with this manual so that the boat owner knows what haulage at the Club involves.

1. The boat owner is required to read this manual before any physical operation takes place.
2. The boat owner will comply with all sections and the flag officer is the final arbitrator in any disputes.
3. Safety of the people involved in the movement of the boat, if no senior club people are directly assisting in the cradle area, rests with the boat owner. (The Haulage Operator at the winch cannot operate the winch and be in the cradle area at the same time and it is the policy of the Club that two Haulage Operators are present for all boat movements.)
4. The Haulage Operator will nominate persons to provide the necessary visual signals to him throughout the haulage operation. This person may be the second Haulage Operator overseeing the haulage at the boat and advising the Boatowner or some other person experienced in haulage operations.
5. The Boat owner will complete a written application for haulage before his boat is hauled.
6. The Boat owner will assemble his cradle for inspection within a reasonable time before the boat is hauled to allow inspection and any faults fixed before the boat is hauled. Failure to comply may render the haulage application for the boat invalid.
7. The placement of the boat on the section will be at the discretion of the Haulage Manager. The requested uphaul dates and downhaul dates will be confirmed or varied by the Haulage Manager as circumstances dictate.

Remember you are not the first to haul here.
Haulage has been happening here for over 100 years.

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5. HEALTH & SAFETY.

Devonport Yacht Club has a documented Health and Safety policy and procedure. Boat owners will agree to comply with the requirements of this policy.

Before the haulage of a boat is begun the owner must complete the on-line Health and Safety induction form.

Minimum Personal safety gear that should be used during haulage operations consists of leather gloves and sturdy shoes.

Before haulage operations commence, notice boards advising of the restricted haulage area should be put in place.

You will immediately notify the Haulage Manager of any hazards which you observe or become aware of on the site

All external contractors must be advised to DYC and approved prior to beginning work on the site, having completed the on-line H&S induction.

Persons not involved with haulage and children under 12 years of age should be kept out of the haulage area

Alcohol and or illegal substances should not be consumed before or during haulage operations by anyone involved with haulage.

ASK FOR HELP IF YOU ARE NOT SURE

BE SAFE - WORK SAFE - LOOK AFTER EACH OTHER.

**THESE SLIPWAYS ARE AFFECTED BY THE WASH OF FAST BOATS.
IF YOU HAVE NOT PREPARED CORRECTLY OR YOU ARE TOO SLOW GETTING THE BOAT INTO THE CRADLE AND THE BOAT OUT OF THE WATER AT UPHOUL YOUR BOAT MAY BE DAMAGED.**

LIKewise AT LAUNCHING IF YOU ARE TOO SLOW GETTING THE BOAT OUT OF THE CRADLE YOUR BOAT MAY BE DAMAGED AND YOU MAY CAUSE DAMAGE TO THE CLUB'S GEAR.

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6. CRADLES.

It is intended that in the interests of safety wooden cradles be phased out of use at NYC.

1. Cradles will have hardwood timber affixed to each of the bearers. Softwood will not be used. (soft wood will grab the ways and gives the boat a jerky movement across the section when side hauling. This is dangerous if hands are used to put metal slides or ways under the boat.)
 2. Cradles will be braced with diagonals between the arms on each side. These diagonals should be steel angle or pipe to stiffen the arms.
 3. The bearers will be similarly braced with diagonals to the outer edge of each bearer. Please note that points 2 and 3 are there to stop the cradle collapsing/deforming as it is hauled over uneven ground.
 4. Where a fin keel type boat is being hauled it is recommended that guides be attached to center bearer so that the keel is centered onto the bearer.
 5. A mark should be clearly defined on the boat to be hauled so that the owner and crew know where to position the boat in the cradle. This might be the mast, a side stay, window or other mark to line up with a cradle arm.
 6. A painted or taped draft marker is to be fixed to a forward cradle arm.
 7. On cradles for boats with a fin or small short keel the center bearer shall be faced with timber (soft wood) to prevent keel slipping during haulage or shall be made so that the keel is held in a channel
- ** Note: Cradles should use substantial fore and aft bearers and compression struts and the diagonals designed for use in tension. A typical cradle drawing is attached at Appendix B.

CRADLES MUST BE PASSED FIT FOR USE, SUITABLE FOR SIDEHAUL, BY THE HAULAGE MANAGER BEFORE THEY ARE USED FOR UPHAUL OR CROSSING OF THE SECTION

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7. UPHAUL

- a) The trolley wheels should be greased before it goes into the water.
- b) The trolley slides should have tallow applied before the cradle is slid on to them.
- c) The corners of the cradle should be tied securely to the trolley, not the slides. It must be tied both **down and laterally** to ensure it holds in position on the trolley
- d) Have sufficient experienced crew on board to help with getting boat into cradle and making it secure.
- e) Ensure some of the cradle arms are above water so that you can see what you are doing.
- f) Plan ahead who does what as the boat approaches and enters the cradle. Position crew so they do not alter the trim as the boat settles in the cradle. This is very important with a fin keel type boat.
- g) Have ropes ready to put on the arms of the cradle to the stern of the boat so the boat will stay in the cradle when haul-out begins. This should be done promptly so that haul-out can begin. (Do not try and put so many ties from boat to cradle at this point that it takes all day. Do not tie lines from one cradle arm to the other across the boat so that the boat lifts the cradle. The extra ties can be added after boat has hardened in the cradle.
- h) Some fin keel type boats may need slings ready on the cradle so that the boat does not tip. These can be adjusted along with extra ties straight after the boat is hard in cradle. Have a rope that is already fastened to the cradle to stop the boat tipping forward or backward.
- i) The Haulage Operator or his nominee is to tell the boats master when the boat is straight in the cradle. The Haulage Operators will respond to hand signals only. **Once the winch is working the Haulage Operator at the winch will not be able to hear the spoken word.**
- j) The boat owner should check the boat is sitting correctly in the cradle before the boat is clear of the water.

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8. SIDE HAUL

The Slipway winches may not be used for side-hauling unless there is no option and then only with the agreement of the Haulage Manager.

THE BOAT OWNER MUST ORGANISE A MINIMUM OF TWO ABLE-BODIED PEOPLE TO HELP SIDE HAUL HIS BOAT.

Unless you have the permission of the Haulage Manager, you cannot leave your boat on the slip for any longer that it takes to water blast. This is to be done immediately that your boat has left the water. If other boats are being hauled on the same tide you may have to shift your boat off the slip to allow other boats to come up.

The boat owner shall:

- a) Using the gear trolley, layout the gear and winch wire under the direction of a Haulage Operator. (This job may be delegated by the Haulage Operator to an experienced club member)
- b) Refer to section 5. **Safety** re securing the operational area.
- c) Check haulage board for the correct positioning of the boat on the section.
- d) Ensure he has sufficient wooden blocks to put under each corner and centre of the cradle to allow the immediate removal of the ways / slides.

9. DOWNHAUL.

- a) Refer to points a , b, c of the uphaul section.
- b) If the boat is held in the cradle by several ropes, have sufficient crew to assist onboard with the untying when the boat is just about afloat.
- c) The cradle must be removed from the trolley immediately and put in an area that allows other boats to use the trolleys.
- d) The cradle must be disassembled within 24 hours of the boat going into the water
- e) The cradle will then be placed in the designated areas or removed from the section.
- f) Refer to section (5) on **Safety**.

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10. HAULAGE OPERATORS

There will be a person appointed by the committee of the Yacht club, who is considered to be capable of operating all the clubs winches safely and who will be designated as the trainer and evaluation supervisor. This person will be responsible for training all new Haulage Operators and the yearly assessment of the existing Operators.

Haulage Operators are appointed by the Haulage Manager in collaboration with the Flag Officer responsible for haulage. Once a Haulage Operator is appointed they will remain on the register until that person either puts it in writing that they no longer wish to be an Operator or that person fails the assessment.

All Operators must be trained to work all the winches.

Each winch should have a dated set of operating instructions, which are to be reviewed by all the Operators and the Haulage Manager once a year.

Most haulage operations will require the use of two Haulage Operators. One will operate the winch and the other will act as Haulage Foreman and assist and advise the boat owner during the haulage process, appointing lookouts to watch for fouling of other boats and to ensure that the haulage is carried out safely and within the capabilities of the equipment.

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11. RESPONSIBILITIES OF HAULAGE MANAGER

The Haulage Manager will:

- a) Remind members in a newsletter of the closing date for haulage applications.
- b) Before the beginning of the winter haulage, organise the placement of all boats requiring uphaul for the year by using the haulage board, (assisted by the Haulage Committee and Haulage Operators.)
- c) Plan the haulage board using the **requested downhaul date** of each boat as the priority for its place on the section.
- d) Post downhaul dates on Haulage Notice Board before main downhaul commences. (Weather and other unforeseen circumstances will have been taken into account).
- e) In the event of an emergency or the need to move boats out of sequence the Haulage Manager will contact all the owners involved and advise them of his requirements.
- f) Hold a signed copy of the haulage form for the boat before it is moved on/off/across the section. These forms will be retained in the club's file for 3 months minimum after the boat has left the section.
- g) The Haulage Manager will advise the Haulage Operators of forthcoming haulage activity.
- h) He will ensure that there are sufficient people on the list of Haulage Operators.
- i) The club gear will be inspected by the Haulage Safety Officer and the maintenance of it undertaken by the Haulage Manager and the Haulage Operators.
- j) The Haulage Manager will ensure that only the authorised Haulage Operators have access to the winch keys
- k) All matters regarding haulage will be addressed in the first instance by the Haulage Manager

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12. INCIDENT/ACCIDENT INVESTIGATION.

All incidents including near misses are to be reported to the Haulage Manager.

All incidents/accidents that are reported or known will be assessed and may if considered of significance be investigated by a committee of three (minimum), chaired by the Commodore. The report will be in writing and only the people directly involved or were eyewitness to the incident will be questioned.

The preliminary investigation will be called within 72 hours of the incident. The investigation will start at the incident and work back looking only for actual causal factors not hypothetical ones. (Questioning what, why and how)

The findings of this investigation will be forwarded in writing to the general committee for further action as they see fit. A record will be kept of all reported incidents/accidents and the investigations and findings circulated to the Haulage Operators and/or boat owners as appropriate.

13. GLOSSARY OF TERMS

Haulage	Means any movement of a boat other than a dinghy that requires mechanical assistance.
Gear	The blocks, wires, strops, chains, shackles, hooks, webbing, steel plates, jacks, and short ways on the trolley held in the workshop and club storage lockers.
Ways	Long hardwood timber beams that the boats slide on during haulage.
Slides	Pieces of hardwood with steel guide(s) used on the trolleys and also for guiding cradles off and onto the trolleys.
Backstop	A long wedge shaped piece of timber placed at an angle at the back of the cradle bearer to stop the boat from sliding in an undesired direction when being moved.
Deadmen	These are the chains buried in and protruding up from the ground to accept shackles holding the snatch blocks through which the winch wire is run.

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14. **APPENDIX A – SCHEDULE OF HAULAGE OPERATORS**
MEMBERS QUALIFIED AS HAULAGE OPERATORS TO USE THE WINCHES
AT THE DEVONPORT YACHT CLUB (March 2016)

WEEKENDS

NAME	Phone	Mobile	e-mail
Derek Snowball	446 0250	021-968 226	derek@snowball.co.nz
John Webley	444 8767	0274 373 625	j.mwebley@actrix.co.nz
Chris Leech	445 3602	021 2544 067	dds@kcbbs.gen.nz
Gary Wallace	480 8875	021 917 769	gary.wallace@placemakers.co.nz
Bob Jenner	445 3645	021 0252 9363	alibaba508@xtra.co.nz
Alec Hill	445 3505		alechill@ihug.co.nz
*David Stone	445 3298		david.stone@tcf.org.nz
Paul Walter	445 3237	021 2879121	woffem@gmail.com
Richard Darke	4459473		darkes@slingshot.co.nz
*Bill Rimmer	4458285	021 973 323	Bill.rimmer@turnersandgrowers.com
*Paul Beachman	4459045		beachman@orcon.net.nz
*Hugh Pollock	4452576	021 2579450	hughjpollock@gmail.com
*Nigel Wilson	2147265	021 441406	nmwconsult@gmail.com
*Ken Smith	4451922	021 0491118	kennlee@orcon.net.nz

WEEKDAYS – Sometimes available

Derek Snowball	446 0310	021-968 226	derek@snowball.co.nz
John Webley	444 8767	0274 373 625	j.mwebley@actrix.co.nz
Alec Hill	445 3505		alechill@ihug.co.nz
Richard Darke	4459473		darkes@slingshot.co.nz
Bob Jenner	445 3645	021 0252 9363	alibaba508@xtra.co.nz
*Paul Beachman	4459045		beachman@orcon.net.nz
*Hugh Pollock	4452576	021 2579450	hughjpollock@gmail.com
*Nigel Wilson	2147265	021 441406	nmwconsult@gmail.com
*Ken Smith	4451922	021 0491118	kennlee@orcon.net.nz

NOTE:

1. It is the Responsibility of the Boat Owner to organise the Haulage Operators when the Boat Owner requires the use of ANY winch.
2. Haulage Operators as listed above are to be given five (5) days notice of ANY requirements for the operation of ANY winch.
3. Two Haulage Operators are required for each haul and the first Operator contacted and available should organize his assistant.
4. It is the Yacht Clubs expectation that ALL haulage will be carried out during weekends, as the availability of haulage operators during weekdays may be problematic.

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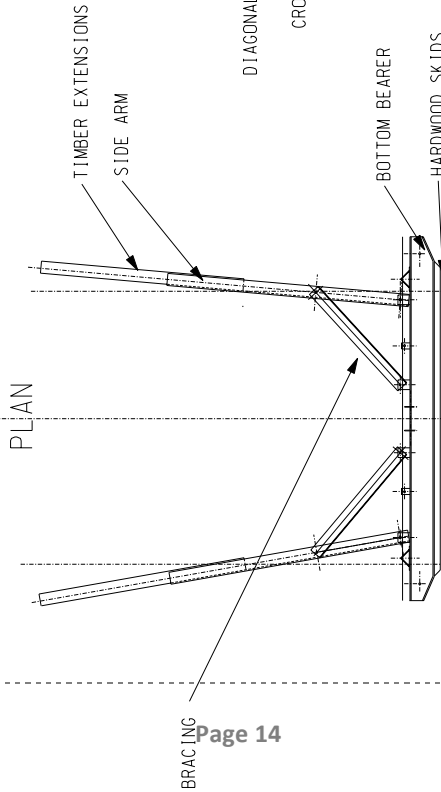
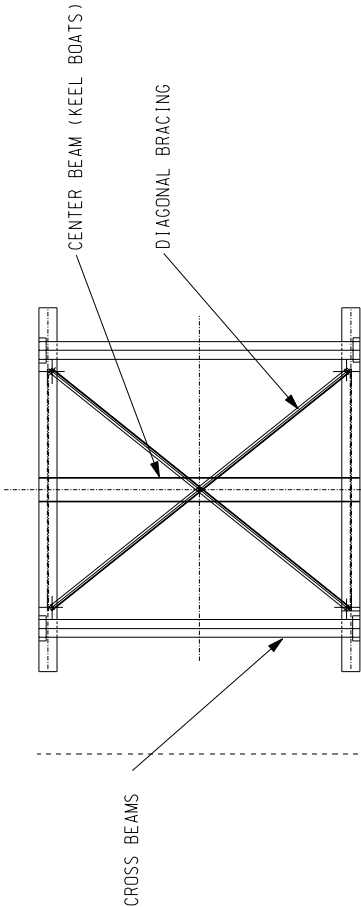
APPENDIX B – TYPICAL CRADLE DESIGN

ANNEX B to
DYC HAULAGE MANUAL

A
3

NOTES:

1. ALL MAJOR COMPONENTS FOR THE CRADLE ARE TO BE OF A SIZE THAT IS COMMENSURATE WITH THE SIZE OF THE BOAT.
2. ALL BRACING IS TO BE OF SIZE CAPABLE OF WITHSTANDING THE COMPRESSIVE LOADS ASSOCIATED WITH SIDE HAULAGE.
3. HARDWOOD BEARERS ARE TO AFFIX TO THE BOTTOM OF THE BOTTOM BEARERS (MIN THICKNESS 25mm) TO ASSIST WITH SIDE HAULAGE.
4. TIMBER EXTENSIONS ARE TO BE OF SUFFICIENT LENGTH TO BE ABLE TO BE GRASPED BY HAND DURING ENTRY INTO THE CRADLE.
5. ALL FASTENINGS ARE TO BE FIT FOR PURPOSE.



ELEVATION

THE HAULAGE MASTER OR HIS DELEGATED REPRESENTATIVE ARE THE APPROVING OFFICER FOR ALL CRADLES USED AT THE DYC DURING HAULAGE OPERATIONS. HIS DECISION SHALL BE FINAL

3	ISSUE DATE
2	1 AUG09
1	2 OCT09
ORIGINAL	DETAILS OF CHANGE

CENTIMETRES

Devonport Drafting Services
General Drafting / Residential
Marine Design and Installations
Computer Consultancy
Telephone: 4453602 Home
20C Lake Rd DEVONPORT 9



SCALE	NTS	CLIENT NAME	DEVONPORT YACHT CLUB
DRAWN	<i>[Signature]</i>	CLIENT ADDRESS	KING EDWARD PDE, DEVONPORT
DATE	AUGUST 2009	TITLE	DETAILS OF A TYPICAL CRADLE FOR THE DYC HAULAGE MANUAL
APPROVED		STANDARDS	NZS 3604 BS 499
DRG. NO.	DDS 200901	SHEET/PAGE	01