

# Sailing Association

## BULL POINT - SMALL VESSEL LAY-UP FACILITY

### MEMBERS' HANDBOOK 2017-2018

The Members' Handbook consists of four sections: the Operating Principles; the Terms and Conditions; the Lifting Procedures; and Security and Passes.

#### 1. OPERATING PRINCIPLES

##### 1.1 Organisation and Management

- 1.1.1 The Facility Operator is the encroachment holder currently Commander J Meaken RN (Retd). In order to meet the requirements of the encroachment he has the power of veto over any activities on the site assessed not to be 'acceptable'.
- 1.1.2 The principal purpose of the facility is to provide a Site for the winter lay-up of yachts that are normally kept in the Plymouth Branch area and which require craneage for shore storage throughout the winter period. This activity will take precedence over any other that may be allowed on site. Summer storage of boats for Serving Personnel away on duty may be possible but should be discussed with the S/Committee as soon as possible before any commitments are made.
- 1.1.3 The terms of the encroachment include a maximum of six months' notice should the site be required for other MOD activities. **Boat owners should never expect more than five months' notice to vacate the site.**
- 1.1.4 A lay-up sub-committee (referred to as 'the Sub-committee' in this document) will manage the facility under the chairmanship of Mr Iain Petty who has been appointed by the RNSA Plymouth Branch Chairman. Iain Petty will act as the Facility Manager. The Sub-committee will normally consist of one RNSA Plymouth Branch committee member and two people who use the facility. Members will be invited by the Branch Chairman and approved by the RNSA Plymouth Branch Committee in September each year.
- 1.1.5 Use of the site is limited to boats wholly or partly owned by RNSA members. These may be serving or retired members of the Royal Navy, and serving (or retired) Civil Servants and HM Naval Base, or Babcock (Devonport) dockyard employees. The owner (or one of his co-owners if a partnership) must comply with this requirement in advance of his application being confirmed, his membership being checked by the S/Committee against the current RNSA membership lists. In order to ensure that the Site Insurance is not invalidated, personnel in the above categories, who are not Full

RNSA members or Service Personnel serving in Devonport (who are automatically Branch Members), will be required to join the RNSA either as Full Members, or as Branch Affiliate Members if not eligible for full membership, prior to being given a confirmed place in the winter lay-up Facility. It should be noted that the above requirement precludes the sale of a boat whilst it is laid-up at Bull Point unless the new owner is also a member of the RNSA, or joins in one of the above categories prior to purchasing the vessel. In addition the Facility Manager must be informed and must give his approval before any change of ownership occurs.

- 1.1.6 The use of a MoD Encroachment Site as part of a business is strictly forbidden by the regulatory JSP 362. Additionally, the situation where a user of the site gains a financial business advantage over another similar business that does not have access to MoD facilities is prohibited, i.e. by enjoying 'subsidised' vessel lay-up to reduce his business overheads. Therefore if an owner's vessel is linked in any way to a business it cannot enter the site. Prior to laying up a vessel at Bull Point owners will be required to confirm that the vessel is not linked to a business activity. Unacceptable examples would be:
- A yacht that is used for RYA Training and the candidates make a payment.
  - A yacht which is chartered for financial gain by the owner, at any time either *bare boat* or *skippered*.

## 1.2 Boat Movement, Storage and Charges

- 1.2.1 Lifting charges. The charge per boat owner will be calculated by taking the total charge for craneage on the day of the lift multiplied by length of the owner's boat divided by the total length of all boats lifted on the day. Charges will therefore be pro-rata in accordance with length of boat.
- 1.2.2 Mast lifts. There is no facility for mast lifting or replacement on site. Owners wishing to remove a mast for the lay-up period will need to make suitable arrangements with another boatyard or marina prior to laying-up at Bull Point. A boat may be lifted out with the mast laid on the cabin roof providing the Facility Manager has given his prior approval. Vessels turning up on the lift-out day with the masts down and without prior permission may be refused a place, however the lift fees (in and out) will still be payable.
- 1.2.3 Storage charges. The charge for the period up to spring 2017 will be £3.50 per square metre. The area per vessel will be calculated as Maximum Beam x Overall Length.
- 1.2.4 Payment Terms. Payment for storage must be made to the Facility Manager prior to lifting or entry on site, lifting charges (both for lifting out and in) must be paid in cash on the day of the lift or as specified by the Facility Manager. Failure to pay on time will result in that individual being placed at the bottom of the waiting list. Those accepting a place for lay-up will be required to make a **non-refundable** deposit of £50 towards the lay-up cost, which will be deducted from their storage charge.
- 1.2.5 Expenditure. Income is not for profit; it will be used to offset costs.

1.3 **Allocation.**

1.3.1 **Applications should be made on the form at the back of the Handbook.** The Sub-committee, using a ballot system if necessary, will make lay-up allocations. Successful applicants will be notified in July 2017. Those allocated a place will normally be assured a place for three successive years (but see payment conditions above). However, due to the constraints of the site it is not possible to give such assurance to owners of ‘larger’ boats. (It is not possible to give a specific definition of ‘larger’ but vessels of around 13 m in length or with a draft of around 2 m or with a displacement greater than or equal to about 10 tonne are likely to fall into the category.) The owner of any vessel that is considered to fall into the ‘larger’ category will be notified that this is the case at the time of allocation.

1.3.2 In the event of over subscription there will be a minimum of one winter break between allocations.

1.3.3 Subject to the Facility Manager's agreement, boats on trailers (both sail and motor) may be stored on site providing that they do not interfere with the primary purpose of the site i.e. yacht lay-up. In order to meet this requirement the Facility Manager may require their removal from site during crane operations and may do so at other times if operational imperative demands. Trailered boat owners should ensure their boats can always meet this requirement.

1.4 **Facility Manager.** The Facility Manager will arrange the day to day running of the facility and will advise as required (see sub-paragraph 1.1.4).

1.5 **Lift Dates.** The Sub-committee will set lift dates. The planned lift dates for 2017/2018 season are as follows:

**Planned Lift Out:** Brief 1000 on Sat 7<sup>th</sup> Oct, 2017 – all owners/helpers to attend.

<u>Type of lift</u>	<u>Type of Date</u>	<u>DATE</u>	<u>REMARKS</u>
<b>Early Lift Out</b>	Target Date	Thursday 12 <sup>th</sup> Oct, 2017	Full day
	Fallback Date	Saturday 14 <sup>th</sup> Oct, 2017	Full day
<b>Late Lift Out</b>	Target Date	Saturday 28 <sup>th</sup> Oct, 2017	am Half day
	Fallback Date	Monday 30 <sup>th</sup> Oct, 2017	am Half day

NB: BST ends - Sunday, 29<sup>th</sup> Oct, 2017.

**Planned Launch:** Brief at 1000 on Sat 7<sup>th</sup> April, 2018 – again all to attend.

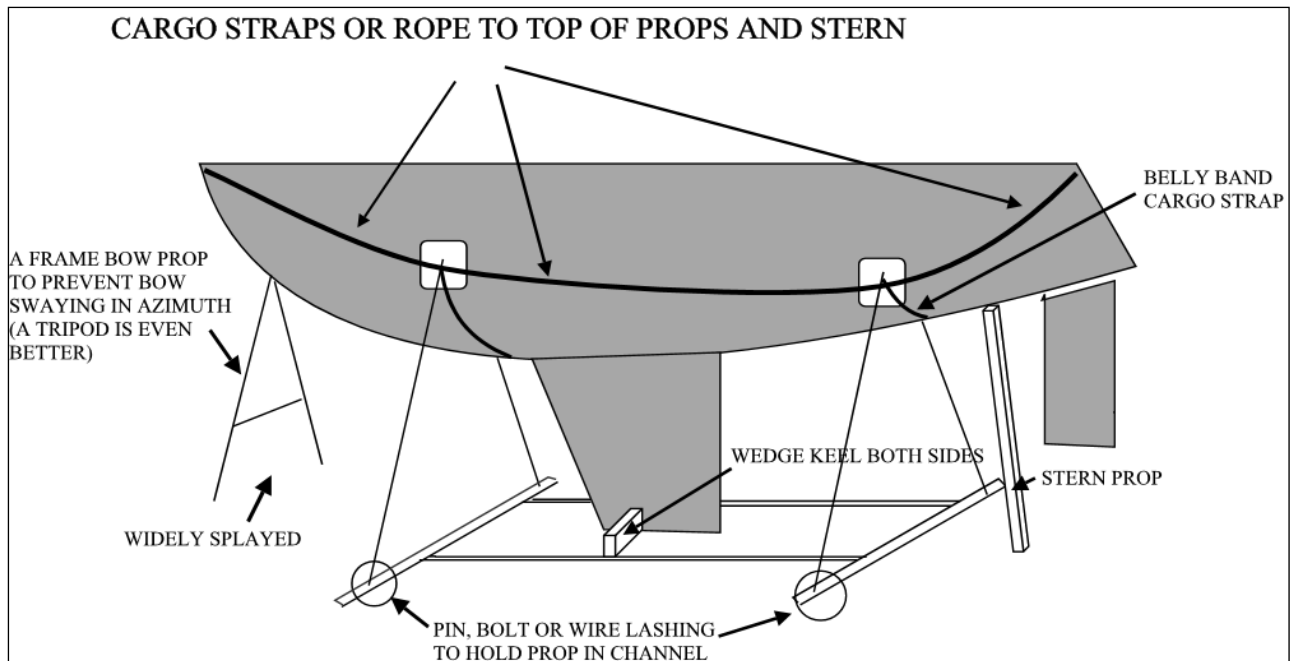
<u>DATE</u>	<u>Type of Date</u>	<u>DATE</u>	<u>REMARKS</u>
<b>Early Launch</b>	Target Date	Monday 9 <sup>th</sup> Apr, 2018	am Half day
	Fallback Date	Tuesday 10 <sup>th</sup> Apr, 2018	am Half day
<b>Late Launch</b>	Target Date	Monday 23 <sup>rd</sup> Apr, 2018	Full day
	Fallback Date	Tuesday 24 <sup>th</sup> Apr, 2018	Full day

NB: Easter Sunday – Apr 1<sup>st</sup> 2018; BST commences – Sunday, 25<sup>th</sup> Mar, 2018

Boats which are lifted out late, *need to be* re-launched at the early date in the following Spring. Experience has shown that it is not feasible to deal with owners coming out late and launching late or the other way round. Also whilst those applying may state a preference for **lift out/in** dates the constraints of the site may prevent this being achieved depending on size, weight and draft of each yacht. In general terms, boats are lifted out in an order which accommodates the launch order. Clearly, small, shallow draft, shorter craft are more easily accommodated. However everybody who accepts a place will need to do so on the basis of dates allocated. The Facility Manager will endeavour to meet individual requirements wherever possible and will try and discuss options with owners where a preference cannot be met, before a place is allocated.

- 1.6 **Cradles.** All boats with a single keel require a cradle or trailer endorsed by the Sub-committee (it may be possible to hire a cradle from RNSA Plymouth at a reasonable cost – this requirement should be requested in the appropriate space on the site Application Form at the back of this Handbook). In addition the Sub-committee require the following measures to be taken for all boats that rest in a cradle in order to minimise the risk of the boat moving within their cradle in the event of high winds:
- Side props must be prevented from moving in a fore and aft direction by applying lashings from the bow to the tops of the props and on to the stern; rope is adequate but cargo straps are better!
  - The rigidity of the side props must be increased by cross-linking them, either through the use of belly straps or cross straps to the opposite prop. Again cargo straps are ideal for this purpose.
  - The boat must be prevented from moving in azimuth through the use of an A-frame (or better still, tripod) bow support and a stern prop where possible.
  - The keel must be prevented from moving to the side of its central position in the cradle through the use of blocks and wedges.
  - Where cradle side support props could jump out of their channels, this must be prevented. This can happen when the prop rests in the channel without the benefit of a securing pin or similar arrangement. In this case cradle modifications should be made to incorporate additional pins or bolts, backed up by wire lashings, to ensure support stability.
  - Windage effects must be minimised by the removal of spinnaker poles on the mast, spray hoods and dodgers, and booms and sails.
  - In addition mast vibration should be minimised by the use of vortex shredders. Winding a rope spirally around the mast and/or forestay can produce crude shredders. (Vortex shredders are visible on the poles at the Drakes Island Bridge.)

The foregoing measures are illustrated in the sketch overleaf.



Notwithstanding any of the above good advice, the adequacy of a cradle for its task is entirely the responsibility of the owner.

The owners of boats that have been granted a lay-up space, will be allowed to store their cradle on site free of additional charge while they continue to use the site for lay-up. **All cradles must be clearly marked with either the boat or owner's name.**

- 1.7 **Trailers.** The owners of boats with trailers will be allowed to stow their trailers on site throughout the period of their use of the site. **Trailers stowed on site must be clearly marked with the owner's name.** If trailers are locked the keys must be stowed in the portakabin and clearly labelled with the name of the owner. Boats and trailers stowed on site may be moved around the site at the Facility Manager's discretion.
- 1.8 **Site access.** **SITE ACCESS IS SUBJECT TO RESTRICTIONS** (see Terms and Conditions, section 2, and in particular sub-paragraph 2.1.11). The site gate key (Key 7) is held at the Camels Head gate in the Central Guard House key press.
- 1.9 **Site Security.** As the access gate to the lay-up facility forms a part of the outer boundary of the Naval Base, it is essential that this boundary is carefully controlled and that the gate is not left unlocked and unattended. In order to meet both the perimeter fence and site safety requirements the following unlock and lock procedures are to be followed.
- 1.9.1 **Unlock Procedure.** The first person to arrive on site on any particular day is to:
- draw the site gate key (Key 7) at Camels Head gate Police box, showing your Key Card pass if requested;
  - at the site, unlock the gate with Key 7;
  - remove the combination lock from the key box on the side of the larger portakabin;

- stow the main gate padlock in the key box and use the combination lock to secure the entry gate (make sure the combination is spun!). This will allow subsequent users to enter the site,
- new arrivals must make themselves known to the other site user(s) on arrival.

(Details of the combination to the padlock will be made known to site users at the briefing by the Facility Manager, who will change the combination from time to time as a security measure.)

1.9.2 **Lock-up Procedure.** On leaving the site the last person is to:

- ensure that all plugs have been removed from the external electrical outlets on the site;
- isolate electricity to the larger portakabin (switch is on seaward side of the building);
- lock the portakabin and place the key in the key box;
- isolate the water supply behind the storage portakabin; and
- drain down the water system by opening both the tap behind the larger portakabin and the drain under the portakabin SW corner, leaving both taps in the open position;
- Use the combination padlock to lock the key box on the portakabin, making sure the padlock tumblers are spun;
- leave the site securing the gate with Key 7;
- return Key 7 to Camels Head gate security staff and acknowledge that he has left the site in a safe and secure state by signing both the Safety Book and the Key Log, both of which are held at Camels Head Gate Police box.

1.10 **Outside Tradesmen.** The Facility Manager may under special circumstances agree that tradesmen may be admitted, under escort, to complete work where this has become unavoidable due to an emergent problem. **(Owners should note that access of Outside Tradesmen to the site cannot be guaranteed and that access limitations are likely to result in significant constraints being imposed on the working hours and conditions of the Contractor. Should such a requirement be foreseen an alternative lay-up site should be considered, if such conditions are not acceptable.)**

**When Contractors are admitted, the owner must be present to oversee their work on site. Passes need to be applied for more than 48 hours before the day on which the Contractor is expected on Site.** Failure to meet this criterion will mean no access under any circumstances. Note also that only a limited number of Site owners have Passes which allow them to escort temporary Pass Holders to and from the Site, and this needs to be taken into account when planning any work with such Contractors. The Facility Manager must be informed that such work is to be attempted and discussions held with him and the S/Committee, to ensure the Contractor can be escorted in and out of the site, and that they are monitored whilst actually present on Site.

## 2. **TERMS AND CONDITIONS**

2.1 If you are allocated a storage space at Bull Point it is on condition that you accept the following terms which have been formulated for the safe and sensible use of this facility and are binding:

2.1.1 Neither the Ministry of Defence, the RNSA nor the Bull Point winter lay-up S/Committee accept any responsibility for loss, damage or injury when conducting craneage, storage, own boat maintenance or any other on-site activities. In particular owners should be aware of the dangers of carrying out work in or on their vessel or within the site as a whole that may carry unusual risks. In such cases they are to ensure that at least one other person on site is aware of the work that is taking place before it proceeds. **FAILURE TO OBSERVE THIS PRECAUTION COULD LEAD TO CLOSURE OF THE FACILITY.**

2.1.2 Owners must have liability insurance, including craning operations, with a minimum cover of £3,000,000. All members are advised to have comprehensive insurance for all their boating activities. You will be required to confirm your insurance meets these requirements when accepting your place and may be required to present a copy of your insurance prior to the vessel lift out or arrival on site. Where insurance expires during an Owners time in the facility they must replace their insurance to ensure continuous coverage of cover, and may be required to demonstrate they have done this.

2.1.3 All cradles and trailers must be of adequate design and dimensions for the vessel they hold. RNSA Plymouth reserves the right to refuse to accept any storage without adequate support and may, at its own discretion, reject or remove any vessel or apparatus, which appears unsafe.

2.1.4 All owners must adhere to the Lifting Procedures at paragraph 3.

2.1.5 All storage fees must be paid promptly when invoiced in accordance with subparagraph 1.2.4.

2.1.6 Normal repairs and refurbishment work is permitted, but any special operations (e.g., grit blasting, spraying etc., or the erection of any structures) should only be done after consultation with the Facility Manager and the owners of adjacent vessels. Giving prior notice of this before craning out will help the Facility Manager to position your vessel in the yard so as to minimise nuisance to others. A suitable risk assessment is to be conducted and forwarded to the Facilities Manager prior to starting any special operation.

2.1.7 Owners are to keep the area around their vessel clear and tidy. All waste is to be removed from site as it arises. When paint or any other material is being removed from a boat the owner is to make every effort to collect the arisings and dispose of them off site.

2.1.8 The use of electricity and water for routine cleaning and maintenance is included in the lay-up charge, but the use of heaters or similar high load

equipment, should not be used without the consent of the Facility Manager. (A charge may need to be made.)

- 2.1.9 Owners are to ensure that halyards do not flap and rigging noise is kept to a minimum (this is particularly important given the proximity of the police dog kennels).
- 2.1.10 The Site is a self-help facility which places expectations on **ALL** boat owners to ensure they can participate in **all** site activities, whether their boat is being lifted/launched or not. Activities such as Craning, packing away cradles, tidying the site, etc., and receiving the briefing, are all Group activities and every owner, or a representative of their boat, must participate, particularly on launch/lift-out days, after their boat has been launched or lifted. Dates are promulgated early to allow owners to plan their leave/work schedules so that they can be present, but as was demonstrated in autumn 2015, the weather can place short-notice demands which the S/Committee cannot foresee. Accordingly potential Applicants must ensure they can adapt to such changes and if not then regrettably, they should consider alternative winter accommodation for their boats.
- 2.1.11 Work is only permitted on site between 0700 and 1745 daily. During the working week access will not be restricted between these times. A recent change in security has determined that Gate 3 will be manned by MGS staff during the above hours but they will close up at 1745 to give time to leave the Base by the end of their shift. Please ensure you have locked the SVP and exited through Gate 3 by the appointed time. However, during the lay-up period **weekend access and exit will only be possible at specific times** when the Base Security Staff open Gate 3 (the gate between the inner and outer boundaries of the Naval Base) to allow us through. The usual weekend routine for opening Gate 3 is:  
Saturdays: 0800; 1000; 1200 and 1600  
Sundays: 0800; 1000; 1200 and 1600  
These times are also negotiated by the S/Committee to allow access during Bank Holiday or Xmas leave periods, where Owners inform the Facility Manager that they wish to work on Site. There is normally no weekend access to the site **outside** the lay-up period (**THIS COULD HAVE A SIGNIFICANT IMPACT ON THOSE STORING SMALL BOATS ON TRAILERS ON SITE DURING THE SUMMER MONTHS**). Any changes to this routine will be advised by the Facility Manager.
- 2.1.12 No children under the age of 16 are allowed on the Dockyard site which includes the Lay-up Site.
- 2.1.13 Gates to the site are to be closed at all times except when transiting through them. The last to leave the site must check to ensure that there are no obvious hazards and lock the access gate on departure. The key must be returned to the security personnel at Camels Head Gate where **both the Key and Safety Books must be completed** (see sub-paragraph 1.9.2).



- 2.1.14 One gas bottle may be retained on the boat, all others are to be removed from site.
- 2.1.15 Fuel cans are not to be stowed on board during the lay-up period. They are to be treated in accordance with the rules applicable to gas bottles as above.
- 2.1.16 No electrical appliances are to be left connected whilst the vessel is unattended and all shore power leads must be disconnected at the Bull Point socket whenever the owner is not on site.
- 2.1.17 The Portakabin rest and storage facility is to be used within the guidelines posted within it. However the following should be recognised:
- The water heaters should be checked that they have water (isolation outside the portakabin) before being switched on.
  - Heaters (there are three) should be kept clear of flammable material possibly falling on to them, causing overheating (new heaters have now been installed
  - Electrical isolation of the portakabin is part of the site shut down routine
  - The space is to be kept tidy and rubbish placed in the bin provided. Cleaning and sweeping equipment is available to clear up any temporary mess made!
- 2.1.18 High-pressure water washing must be carefully controlled and precautions taken to ensure other boats in the area are protected from any effects. Any pressure washing or other cleaning process whose use results in dirt/paint/antifoul falling on nearby boats, should be identified to those boats' owner(s) and arrangements made for its removal asap, by the perpetrator.

### 3. **LIFTING PROCEDURES**

3.1 **Safety.** Lifting boats in or out of the water can be hazardous. The RNSA is committed to getting members' boats ashore, and back afloat, without injury to people or damage to boats, and safety is paramount. It is also essential that the operation is conducted as efficiently as possible so that optimum use is made of the crane given the tidal constraints of the site. This entails the involvement and co-operation of all those taking part. **All** whose boats are being lifted are to be on site at the start of operations and remain there until **all** the boats are secure on their cradles or on their moorings. They will be supported by those owners not being lifted, as part of the 'self-help' ethos under which the site is operated (see para 2.1.10). Owners will be nominated to work within one of a number of working parties during lifting operations (line handling, stropping up, mooring etc); however working parties will be composed in such a way that individual owners may leave for a period of 30 minutes while their boat is being lifted/launched. If an owner wishes to spend more than 30 minutes away from his working party at any stage during the day he must bring an assistant with him (the assistant should be fully capable of giving his support to the lifting operation). The Facility Manager will give details of the working parties when details are finalised. This will be briefed at either the pre-briefing Saturday or on the morning of the lift/launch, before crane activities start. **ALL OWNERS ARE TO BE PRESENT ON BOTH DAYS** unless a special arrangement has been made with the Facility Manager.

#### 3.1.1 **Key Safety Rules.**

- 3.1.1.1 At any stage during a lift, if the owner of the vessel being lifted is concerned, he should shout 'STOP', this is the only command that the crane banksman will respond to from anyone other than a designated signaller.
- 3.1.1.2 Follow the instructions of the Facility Manager and those he has nominated as team leaders.
- 3.1.1.3 During lifting, no one is to travel on the boats.
- 3.1.1.4 Keep clear, as far as reasonably practicable, from the area under the boats whilst they are in the air.
- 3.1.1.5 Wear appropriate Personal Protective Equipment. Safety helmets and fluorescent jackets will be provided, plus lifejackets for those on the pontoons. Strong gloves and suitable footwear are strongly recommended.

### 3.2 **Lifting Out.**

- 3.2.1 Cradles must be fully assembled and ready to use with all greasing completed before the day of the lift. All blocks of wood and any additional props that may be required must also be ready (they should be labelled with your boat name so that there is no confusion as to which boat/cradle they belong). For the safety of other boats the Facility Manager may refuse to lift your boat out if the cradle or other means of support appears unsafe.
- 3.2.2 You are responsible for ensuring the strops are correctly placed on your vessel. You must specify where the lifting points are - they should be marked

inside and outside the toerail - and advise where the strops are to pass (under or over the guardrails, between stays, etc.). If your boat has a long keel you may require to tie the strops together – you should ensure lines are available to do this.

- 3.2.3 Where your boat is placed in the lay-up area is at the discretion of the Facility Manager. On the day you must accept the spot allocated.
- 3.2.4 Four long lines must be rigged, two fore and two aft, so that the boat can be controlled when in the air. Fenders should be rigged on both sides.

### **3.3 Launching**

- 3.3.1 Make sure that you do an engine check before the day and that your battery is charged.
- 3.3.2 You are responsible for ensuring the strops are correctly placed on your vessel. You should know where the lifting points are – they should be marked inside and outside the toerail. Establish where the strops will pass (under or over the guardrails, between stays, etc.), and whether they need to be lashed together.
- 3.3.3 Provide four long lines, two fore and two aft, so that the boat may be controlled when in the air. Hang fenders out on both sides, particularly where they are close to another boat.
- 3.3.4 During launch a working party member will be available to touch up anti-fouling on the bottom or your keel; if you have specific requirements such as colour or type of anti-fouling, make sure that you have a brush and tin (or preferably, roller and tray) ready.
- 3.3.5 After the launch cradles are to be stored in a tidy fashion as directed by the Facility Manager. This is a group exercise; ideally it will be completed as the launching progresses. If this is not achieved the Facility Manager will specify an alternative time and date for the site clean-up activity. Gloves and sturdy footwear are advised.
- 3.3.6 Remember that you are responsible for your boat and its equipment. If you are unhappy with the lift strop positioning, tell the un-stropping team leader, who will advise the banksman.

### **3.4 Strong winds**

- 3.4.1 If the forecast wind strength for the lift in/out day is high it may be necessary to abort the lift. A decision will be made by 1600 hours on day before the evolution. If in doubt, telephone the Facility Manager (01752 851947/07532 237114) after that time. Fall-back dates have been identified for each lift date, but owners should be aware that the crane operator has the final say on whether he is able to lift and last minute changes may be required to address

inclement weather. The Sub Committee will keep all owners up-to-date with weather impacts, if any, as a particular lifting date is approached.

## 4. **SECURITY & PASSES**

4.1 **General:** As noted earlier, the Bull Point facility is located within the secure area of Devonport Dockyard and the inner gate forms part of the secure perimeter which is patrolled by the Base security team and the MoD police. In addition the seaward boundary is patrolled by the MoD River Police and security cameras also cover the area. Whilst this is clearly to Owners' advantage regarding security of their property, it brings with it specific responsibilities and Owners must comply with the Security rules to the letter or risk losing access to the facility for all. All access to the facility is via the Camel's Head Gate on to the Dockyard Site where the Security staff, supported by the MoD Police, will check personal and car passes for validity before allowing anyone on to the Site. The only time that direct access can be had to the site is on the days of lift out or launch when clearly owners will arrive or depart by sea and as long as they do not go off the Site into the Dockyard, and they have informed the Facility Manager, they will not have to pick up a pass for their time on site. Personal and car passes are applied for through the Sub Committee on the first occasion. Further details are explained below. **[Note: the process continues to be amended slightly each year so be prepared for some minor changes since the last time you applied for passes.]** Once a Dockyard pass set has been obtained then it will be for the individual owner to ensure he keeps the pass set in date so that he can attend the site to carry out his boat maintenance or other duties. In order that Owners are kept aware of the dates involved the Facility Manager will try to remind individuals of the validity period of their passes and the date when they (at individual element level) become invalid, so that individuals can apply for their new passes in time to gain access. The FM's ability to do this depends upon data from the Babcock security team, so might not be as regular, or as complete, as in the past.

4.2 **Pass make up:** It is necessary to understand the complexity of the access Pass process. In order to get on to the Bull Point Lay-up Site there is a need for five elements of 'access pass' to have been issued to each individual – the Pass 'set'. These are as follows:

- Your Personal Security Check
- Your personal Photo Id Pass.
- The Devonport Dockyard Site Access Introduction Safety briefing card (DSAI)
- A car pass which allows you to bring your car on to Site and park it within a short walk if not actually on the Lay-up Site, at the north end of Bull Point
- A Key Card which allows you to draw Key #7 for the Small Vessel Facility, Bull Point.

Taking each of these in turn:

4.2.1 **Personal Security check:** This requires you to complete a form (currently NBF 823) in hard copy and return it to Lt Cdr Jon Goulder in FOST's offices in Grenville Block. He will pass this to the Encroachment Officer (Mr John Meaken) who will vet, sign and forward it for processing by the Naval Base security team. The form is obtainable electronically but must be completed in hard copy. It will require

the provision of *two* referees who have known you personally for more than three years, not being family members – please make sure you have completed **all** sections of the form prior to submission to ensure no delays. This Basic Security clearance normally lasts for **three years**.

4.2.2 **Main Personal Id** – the Drake Social Pass. This requires the completion of a separate single sheet form (currently NBF 22, Iss 4, ‘HMS Drake – Application for Social Pass’), also returned via Lt Cdr Goulder ([jdgoulder@yahoo.co.uk](mailto:jdgoulder@yahoo.co.uk)) to the Encroachment Officer. The form is signed by him and then the Naval Base Pass office processes it. When the Pass Office have had the security clearance confirmed, they will inform the individual concerned (via the Encroachment officer and sometimes the Layup Sub Committee Chair). The individual can then attend the Pass Office at Camel’s Head to collect their pass. This pass requires to be reapplied for **annually**.

4.2.3 **Devonport Site Access Introduction (DSAI) Briefing** - Prior to being able to actually collect their pass however, they need to attend the Devonport Site Access Safety briefing, which is given in the Camel’s Head Pass office. The individual has to watch a DVD on matters relating to Health and Safety on the Site and their role in their own safety when on site. After watching this DVD and receiving their DSAI card, the individual will be given their pass immediately – the Pass Office staff take the photo and make the passes at the Gatehouse. A DSAI card remains valid for **three years**.

4.2.4 **A Car Parking Pass** – No vehicle is allowed on to the Devonport Site unless the individual concerned has a Car Pass. Bull Point Lay-up facility Car Passes allow parking on or very near to, the Bull Point Lay-up Site, only and must not be used to park anywhere else in the dockyard. A Car Pass remains valid for the same period as the owners Personal Pass – ie **1 year**. It must relate to the car being brought on to site but a temporary pass can be issued for hire cars, or new ones, until a new permanent pass has been issued. A form for this can be obtained from Lt Cdr Goulder.

4.2.5 **Key Card to allow the drawing of Key # 7** – Key # 7 is the key to unlock the Site. In order to draw the key your name must be on the Site access list to draw the key from the Police Gatehouse at Camel’s Head Gate. Key Cards are issued to individuals against a two part form which you sign at the Site Lift out Briefing. These are countersigned by the Encroachment Officer and then provided to the Security Office who organise the cards to be laminated and then returned to the Sub Committee Chair for issue. They are usually placed in the Site Portakabin for individuals to pick-up when on site. Although the cards are **valid from November to November** the form which seeks their reissue notes that current cards will allow the drawing of the associated key(s) until the end of January the following year. Whilst new cards are being issued (it is a notoriously drawn out process!) the Subcommittee Chair will arrange for a list of applicants to be placed in the Police Gatehouse at Camel’s Head to which reference should be made if ever challenged to provide a key card in order to be allowed to draw the key.

**Note:** Boat Owners who are currently Serving RN staff (ie have Naval Id. Cards), or are members of Babcock International who are based in Devonport, will already have recognised passes for entering the Dockyard. Staff from other establishments may however still need to watch the Safety video, to collect a DSAI card, and will have to

have a valid car pass if they are bringing a vehicle on to Site. They will need also to be able to draw Key #7, or be with someone who can, unless the key is already issued.

4.3 **Individual Responsibilities:** It can be seen from the above that the task of making sure that, once your boat is on the Bull Point Site, you can get to it, is both complex and involves a lot of people. Making sure you complete the forms correctly, and avoiding busy times to collect your pass, are both essential if you are not to find the whole process slow and frustrating. Please do not take out any frustration you feel on the Gatehouse staff – any delayed notification of the availability of your pass, or their insistence that each of the details is fully compliant with the Regulations before issuing you a pass, is not their fault. The process will be adhered to absolutely, and if your paperwork is not in order, you are out of date with your security or, for example, you fail to take personal photo id with you when arriving to pick up a pass, will mean you will not be issued with the pass you want and hence not be able to access the Site.

Accordingly **it is the responsibility of each owner** to make sure his helpers (see also ‘Temporary Pass Arrangements’ - section 4.4 below), and themselves, have all 5 elements of the pass, **in date**, so that you can obtain the required access for at least the important dates at which the Sub Committee need you to be present on site, these being:

- The Saturday of the main briefings (usually the one immediately before the first lift out or launch date).
- The two lift out or launch dates themselves
- The fall back dates for each lift out or launch activity.

Clearly you will not want to come down to site, particularly if you live remote from Plymouth, only to find you do not have all the pass elements which allow your Site access. At that stage there is nothing the Sub Committee can do to help you!

[NB: Devonport Security staff operate a ‘Touch Your Pass’ policy at the entry point to force them to read more carefully whether your pass is valid and complete – they may well ask to see the DSAI too – don’t try and fool them with your credit card! This will be repeated by the guard at Gate 3.]

Note: The Lay-up Sub Committee **cannot** generate workarounds to the Rules, and do not have any special access to temporary arrangements or the like to get people in who are already at the gate (but see “Temporary Pass Arrangements” - para 4.4 – below). **YOU** must make sure that **your** passes are kept **in date** [Dates of validity are clearly marked on the Pass elements themselves and you should also keep a note of when your security clearance goes out of date – it should be no later than the date of expiry of your entry pass] and **YOU** must keep a note of when you need to start the application process. In general the full process will take **6 weeks** to complete so it is better to start earlier than later, than find you can’t get on site! Note that due to Jon Goulder’s diligence the time scales for pass issue have been much improved.

4.4 **Temporary Passes:** - Arrangements exist for allowing irregular visitors on to site who can be vouched for by either a Sub Committee member or the Owner himself. Such Site visitors will need to be Escorted through the Dockyard to and from the Bull Point Lay-up Site, and they will need to be accompanied by a Bull Point Owner throughout the period that they are on the lay-up site itself. For contractual reasons the Naval Base process of completing a Pass Form 9 must be followed in

order to enter a request for a temporary pass – even those with access to the Babcock security system should **NOT** use that system for applying for a temporary pass. The Pass form 9 needs to be signed by a serving RN or MOD employee on behalf of the Encroachment officer before it can be submitted for issuing a pass. The DSAI will not be needed as the escort provides the necessary cover for safe transit through the Dockyard. Effectively, **a full working week** of notice to the Sub Committee is required to ensure that temporary passes can be applied for, and then issued when the individual arrives at the Camel's Head Pass office. The individuals will need their Escort to be present when they arrive at the Pass office (with their own passes complete and in date! – the Escort will have been informed by txt that they have Escorting duties if they have a mobile) – and the individual should bring photo id with them. Some members of the Subcommittee have Escorting passes which allow them to escort visitors through to Bull Point, as will any Owners who work in Devonport and have permanent Devonport Dockyard passes. Temporary passes should only be required when:

- A Contractor is required on Site to do some specialist work on an Owners boat (see earlier paragraphs about informing a Sub Committee member first)
- When Owners need some additional help with lifting or launching their own boat, or for normal maintenance activities, eg painting, etc.

Regular visitors (eg Spouses, Partners, Offspring over the age of 16, etc.) should apply for a Drake Social Pass as discussed above.

# **RNSA PLYMOUTH**

## **APPLICATION TO LAY-UP A VESSEL IN THE BULL POINT LAY-UP FACILITY 2017-2018**

<b>NAME OF APPLICANT:</b>			
<b>ADDRESS:</b>			
<b>RNSA Membership DETAILS</b> (para 1.1.5 refers)		Checked? :	
Class of Membership: Full, Branch, Affiliate*		Membership No.:	
<b>CONTACT DETAILS</b>			
Telephone numbers:	Home:		
	Work:		
	Mobile:		
E-mail:	Home:	Work:	
<b>BOAT DETAILS</b>			
Name:		Where berthed in sailing season:	
Overall length (m):		Sail/Power*	If sail, rig: Sloop/Ketch*
Overall Beam (m):		Draught (m):	
Displacement ( <b>fully loaded</b> ) (Kg):		Make and model:	
Fuel	Diesel/ Petrol *	Keel type: Single/Bilge*	If single keel, is cradle held? YES/NO* Do you wish to hire a cradle from the RNSA? YES/NO*
Preferred Lift Out	12 <sup>th</sup> Oct 2017, or am 28 <sup>th</sup> Oct '17*	This means Launch <b>will</b> be	23 <sup>rd</sup> Apr 2018, or am 9 <sup>th</sup> Apr 2018, respectively *
<b>DETAILS OF OWNERSHIP</b> (Please provide a copy of the certificate of registry)			
<b>Co-Owners:</b>			
Name:			RNSA Member: Yes/No*
Name:			RNSA Member: Yes/No*
Name:			RNSA Member: Yes/No*
<b>I confirm that the above vessel is not linked to any business activity (Handbook, para 1.1.6)</b>			
Signature of Applicant:			
Date			

\* Delete as appropriate

Please return this form by post to:

**Iain Petty  
Penquite House  
Landrake  
Saltash  
Cornwall  
PL12 5AH**

(Note: Completed forms are to be returned as soon as possible and in any case no later than **Monday 3<sup>rd</sup> July, 2017**. (Late applications will not be considered.)