

DOCUMENTATION REQUIRED FOR YOUR SURVEY

1. This safety checklist must be completed by the owner/owner's representative/skipper before the safety inspection and brought to the safety inspection.
2. If the vessel is listed by South African Sailing, please have a copy of the vessel's certificate of listing (CoL) on your boat for reference. The safety officer is required to check it before surveying your vessel. Note that if the vessel has a SA or ZA marking it must be correctly listed by SAS.
3. If your vessel is registered in a foreign country, please have a copy of the certificate of registration to give to the safety officer. You need to initial and date this copy. For foreign vessels it is a SAMSA requirement that SAS files the certificate of registration together with each CoF issued.
4. Please bring proof of payment. The safety officer has to submit proof of payment to SAS.
5. If the overall length (LOA) of the vessel is >24m we will require a certificate proving that Gross Tonnage is < 100.

Please note that if the documentation is not in order the safety officer cannot go ahead with the safety inspection.

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

USE OF CHECKLISTS – Pleasure vessels

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

HAVE YOU PROVIDED SAFE ACCESS TO YOUR VESSEL?

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

Competent and Responsible Manning		✓
Commercial Vessels Regulation 2	The National Small Vessel Safety Regulations define a pleasure vessel as a vessel that is used solely for sport and recreation. Any other vessel is a commercial vessel. A SAS CoF is for pleasure vessels only. By ticking the block to the right the owner acknowledges that he has understood that he may not use his vessel for commercial purposes.	
Passenger vessels Regulation 2	Any vessel carrying more than 12 passengers is defined as a passenger vessel and has to meet additional safety requirements beyond the scope of the SAS safety inspection. By ticking the block to the right the owner acknowledges that he has understood that he may not carry more than 12 passengers..	
Crewing Regulation 14	The vessel has to be under the constant guidance of a person holding an appropriately endorsed Certificate of Competence. This certificate of competence (or a certified copy) must be available for inspection at all reasonable times.	
Manning Regulation 14	In addition to having a qualified skipper on board, the owner must ensure that the vessel is sufficiently and efficiently manned. There are to be sufficient competent persons on board with regards to the requirements of other safety provisions, i.e. such as keeping a proper lookout and the manning (minimum number of crew) of the vessel.	
Essential Safety Information Regulation 7	On EVERY occasion and BEFORE the vessel goes to sea, all skippers must ensure that: 1. Every person aboard receives essential and appropriate safety information; such as the location of the safety appliances and equipment aboard as well as instruction in the use of such items. 2. The safety appliances and equipment are inspected, fit and ready for use.	
Fuel reserve Regulation 8	A reserve of not less than 25% over and above the requirement for the intended voyage	
Operational Limits Regulation 10	No person may operate a vessel beyond the distance from shore for the category it is licensed.	
Carrying persons in excess Regulation 11	It is illegal to exceed the number of persons specified on the vessel's safety certificate, except in an emergency such as in the case of a search and rescue operation.	
Voyage information Regulation 12	Before a vessel goes to sea, the particulars of the vessel and the names of the crew are to be left with the harbour master, at the launch site, or in certain cases, relatives, a police station or responsible person. However, where local authorities or authorized agents have implemented reporting mechanisms, these shall be complied with. Upon returning from sea or the voyage, the person or authorities with whom the voyage information were left, must be informed accordingly.	
Assisting vessels in distress and reporting dangers to navigation Regulation 13	It is the duty of a skipper to report dangers to navigation and assist vessels in distress.	
Physical and mental fitness Regulation 17	No person may operate a vessel or vessel's equipment whilst under the influence of alcohol or drugs. (Maximum of 0,05 gram/100 ml alcohol in blood or 0,24 mg/1000 ml alcohol in breath). No person may refuse that a specimen of blood or breath be taken. No person may operate a vessel if he/she is not physically able to do so and/or of sound mental health.	
Requirements for water-skiing Regulation 36 Water-skiing is only allowed in areas indicated by the regulating authority and it is not allowed at night;	The towing vessel may not use a steel or other metallic rope; In addition to the skipper, there must be a competent person in the towing boat observing the water-skier; A vessel may not follow closer than 100 metres in the wake of another towing vessel - towing a skier, person, aquatic or airborne device. A water-skier : <ul style="list-style-type: none"> • must wear a suitable buoyancy aid and must have knowledge of the standard hand signals in use; • may not purposefully let go of the rope in congested areas; • may not create a nuisance or danger for other water users. 	

Construction Requirements – Annex 1		✓
CONSTRUCTION REQUIREMENTS Regulation 6	It is an offence to sell a vessel which does not comply with the construction requirements except where accompanied by a letter or certificate detailing the extent to which the vessel does not or cannot comply	

DOCKING/SLIPPING Regulation 5 Regulation 23 Initial inspections for COF will require the external structure and fittings of the vessel to be inspected by the surveyor..	<u>COF Annual Checks:</u> <u>Trailer-borne vessels:</u> Ensure the vessel's structure, equipment, appliances arrangements and material continues to be in compliance with the regulations. <u>Non-trailer-borne vessels:</u> Owners are required to maintain their vessels in a safe condition and document their efforts to do so [see: HULL INSPECTIPON RECORD]. Surveyors and Safety Officers may require vessels to be removed from the water for external hull inspection, if the condition of the vessels hull or fittings requires additional inspection at the time of annual survey.	
SUFFICIENT RESERVE POSITIVE STABILITY Regulation 6	Careful consideration of vessel stability required when considering modifications to the vessel or changes in the vessels operation which increase the load carried by the vessel.	
INGRESS OF WATER Regulation 6	Decked vessels shall not have any point of possible ingress of water, except for scuppers, less than 200 mm above the surface of the water. Careful consideration required when modifications to scupper arrangements are considered. (Changes to as-built arrangements.)	
COLOUR OF DECK Regulation 9	To assist with search and rescue, the deck is to be painted or pigmented in a colour which is readily visible from above in any sea condition. (Or the vessel may carry a pigmented canvas extending the full the width of the vessel, but not less than 2m x 2m).	
Navigation lights Collision Regulations (Colregs)	Any vessel going to sea at night must have properly fitted navigation lights in accordance with Colregs. Lights must be of an approved type; must show the correct sectors; wiring to be neat, secured and waterproof.	
Kill switch Regulation 7(5) and (6)	To be fitted on power driven vessels of more than 15HP outboard engines of 9 metres or less in overall length To be attached to the skipper or operator at all times <u>except</u> when launching or beaching the vessel through surf.	
BUILT-IN BUOYANCY Paragraph 1 Policy: Marine Notice 8 of 2012 <u>To be fitted where life-rafts are not carried.</u> Vessels are required to be provided with buoyancy certificates, confirming the provision of built-in buoyancy. These certificates are required to be kept on board with the COF and to be presented at the time of survey or when requested by an enforcement officer. <u>Exceptions:</u> Vessels participating in an organised event under the auspices of an authorised agency are exempted only for the duration of the event.	<u>Buoyancy:</u> The buoyancy provided must be capable of keeping the vessel afloat when fully flooded, swamped or capsized, and, provide a platform upon which the full complement can be secured. <u>Built-in buoyancy:</u> Built-in buoyancy must consist of a material such as foam, or approved plastic bottles that are not affected by water, oil or oil products to the satisfaction of the authority. For wooden or GRP vessels the industry norm is that the volume displaced by the buoyancy provide inside the vessel must represent a figure of 60% of the gross weight of the vessel. <u>One compartment flooding:</u> In lieu of built in buoyancy, decked vessels (<i>the larger displacement vessels</i>) may have at least two watertight bulkheads, so positioned and of such strength, that in the event that the largest compartment being flooded, the vessel will remain afloat with positive transverse stability. (In the worst envisaged load condition!) <u>Inflatable vessels:</u> Inflatable vessels of any category whether fully inflatable or semi-rigid, may in lieu of fitted buoyancy be constructed with at least 3 separate buoyancy chambers and have the capacity to stay afloat despite the largest two of the chambers being completely deflated. The hull of a semi-rigid inflatable is not considered to be one of the 3 buoyancy chambers required.	
Hatches on deck (Paragraph 2)	Hatches on the open deck must be provided with hatch covers that are watertight when dogged down. Special care is to be given to flush deck hatches. All watertight hatches should be able to withstand a hose test. Where a fishing hatch can be opened to the sea, the cover must be capable of being secured in an emergency.	

Guard rails (Paragraph 3)	All open decks or walk ways on <u>power driven vessels</u> should be protected as follows: Vessels 9 metres or more - 600 mm high Vessels less than 9 metres - 450 mm, high Provided that category D and E vessels <9m are exempt if every occupant wears a flotation aid when underway and the vessel does not go to sea at night. <u>Surf operated vessels are exempt if they have bulwarks at least 450 mm forward and 300 mm aft.</u> <u>Vessels with cabin tops which extend nearly to the ship's side, with a crew access forward are exempt if provided with a toe rail of at least 50 mm along the outer edge of the deck and substantial, secure handrail on each side of the cabin.</u>	
Towing arrangements (Paragraph 4)	Every vessel must be provided with an efficient means of securing a tow rope or anchor cable at the bow and at the stern. (Capability to tow and to be towed)	
Underwater hull fittings (Paragraph 5)	Inlet and discharge pipes attached to the <u>underwater</u> part of the hull must be properly flanged to the hull and provided with a valve or shut-off cock inserted in the line as close as possible to the hull. <u>Definition of underwater for power vessels:</u> The maximum loaded waterline when the vessel is heeled to 7 degrees.	
Ventilators (Paragraph 6)	Vents serving engine or accommodation spaces to be provided with proper closing devices or water traps to prevent water ingress into the compartment. Vents serving only engine spaces must be able to shut off air flow in case of fire.	
Engine power (Paragraph 7)	Every power vessel must have an engine capable of propelling the vessel in its fully loaded condition at a speed of at least 5 knots. If operating in surf, each engine must be capable of propelling the vessel at a safe speed when operating in surf conditions. (rough conditions)	
Inboard Petrol Engines (Paragraph 7 (4))	Engine installed in a compartment protected from spray and flooding and is adequately ventilated Manual bilge pump fitted in engine compartment Battery to be stowed outside of engine bay, protected by spray and flooding Marinised carburettor with flash arrester fitted Sparkless alternator and starter Flameproof extractor fitted to engine bay, runs for 30s before engine starts Remote controlled fire extinguishing system	
Exhaust Pipes and Silencers Paragraph 7(5)	Water cooled or lagged.	
Fuel tanks (Paragraph 8)	To be efficiently secured and constructed of suitable material; Outlets of built in tanks to have shut off valves (or approved automatic shut off or anti-siphoning devices). If not readily accessible the valves should be able to be operated remotely; Filler pipes must have threaded plugs or caps. Only non-corrosive materials may be used; Breather pipes should not leak even if the vessel is heeled to 50°; Fuel levels should be able to be determined and where gauge glasses are fitted, they must be fitted with self-closing valves; All fuel tanks holding PETROL must be fitted or stored outside engine and battery compartments.	
Electrical installations (Paragraph 9) (Power driven vessels)	Power driven vessels must be provided with at least one bank of batteries, unless the vessel is fitted only with hand-start engines. A suitable battery charging appliance must be provided. If there is more than one engine, then each engine must be provided with a battery charging appliance capable of charging both banks of batteries. A single bank of batteries must be capable of providing 12 hours auxiliary power for navigation lights, electric bilge pumps (if provided) and fixed radio equipment. Installation to conform to good marine practice.	
Emergency steering Annex 1 Para 10	Fitted except where steered by means of a tiller. May be portable but must be accessible for rapid attachment) Alternative emergency steering to be practical and demonstrated.	

<p>Bilge pumping arrangements Annex 1 Para 11.3</p> <p>One (1) power driven bilge pump (capacity 3000 litres per hour)</p> <p>One (1) hand operated pump (capacity 2000 litres per hour) Portable pump levers to be kept in a readily accessible space as near to the pump as possible. (In the case of pumps above deck, then in a locker above deck)</p>	<p><u>ONLY</u> applies to vessels <u>without self-draining decks</u> (<i>exceptions for ski-boats and inflatable boats, sailing or rowing dinghies</i>)</p> <p>Where vessels over 7m in length are fitted with an <u>inboard main engine</u>, the bilge pump must be driven by the main engine. If the main engine cannot act as the prime mover, the pump may be electrically powered. In addition the vessels must be fitted with a hand operated bilge pump situated above the main deck.</p> <p>Other power driven vessels over 7m in length must have at least two hand-operated bilge pumps, one installed below deck and the other above deck.</p> <p>Vessels under 7m in length must be fitted at least one hand operated pump</p> <p>All bilge pumps must be fitted with piping arrangements, valves, suction and strainers for pumping out all compartments except for the fish hatch, (if it can be flooded and the vessel still maintains positive stability or adequate buoyancy).</p> <p>Underwater discharges need sufficient non-return valves fitted to prevent back flooding.</p>	
<p>Visibility at steering position (Paragraph 12)</p>	<p>Where a steerage position is not in the open, clear visibility is required, through safety-toughened clear glass (<i>i.e. not through opaque and starred plastic</i>), forward, from two points abaft the beam on each side (112½° to port and starboard of the centre line). Protection of glare from the sun may be afforded by portable tinted screens (or the roll-down type) and <u>not fixed/stuck to the glass..</u></p>	
<p>Maintenance of propulsion and steering machinery (Paragraph 13)</p>	<p>Periodically serviced and maintained according to the manufacturers specifications by competent persons.</p>	
<p>Gas appliances (Paragraph 15)</p>	<p>All gas appliances and tubing must be maintained in good working order at all times. A safety cut-off device that is activated automatically if the flame is blown out is highly recommended.</p>	
<p>Dive boats <u>(ONLY</u> applies to diving vessels) (Paragraph 17)</p>	<p>If operated through the surf, fitted with adequate seating and grab points other than on the gunwale (except for inflatable vessels).</p> <p>To provide adequately secured racks for accommodating all the dive tanks.</p>	

Safety Appliances and Equipment – Annex 2

Item No	Description	Remarks	✓						
2	<p>Approved Buoyancy Aid To be fitted with the following:</p> <ol style="list-style-type: none"> 1. Whistle 2. Lifting loop 3. Retro – reflective material <p>Please note that a Level 100 PFD might not turn an unconscious person onto his back. A level 50m PFD is intended for competent swimmers and might be inadequate for non-swimmers.</p>	<p>One PFD per person aboard. The minimum requirements are:</p> <table border="1" data-bbox="643 1211 1465 1279"> <tr> <td>Daylight operations</td> <td>SANS/ISO 12402-5</td> <td>Level 50</td> </tr> <tr> <td>Night time operations</td> <td>SANS/ISO 12402-3</td> <td>Level 150</td> </tr> </table> <p>Refer to the latest Marine Notice: SAMSA Approval of Lifejackets and Buoyancy Aids</p> <p>SAS and ISAF strongly recommend wearing comfortable inflatable single chamber 150N lifejackets with integrated harnesses where appropriate. An approved light is recommended for night operation.</p> <p>Life jackets or PFD's are to be worn</p> <ol style="list-style-type: none"> 1. by every child under twelve (12) years of age on deck when the vessel is underway. 2. When launching or returning through the surf 3. When directed by the skipper 4. When water skiing. 	Daylight operations	SANS/ISO 12402-5	Level 50	Night time operations	SANS/ISO 12402-3	Level 150	
Daylight operations	SANS/ISO 12402-5	Level 50							
Night time operations	SANS/ISO 12402-3	Level 150							
5	Projectile flare set	Unexpired and containing a minimum of 6 flares.							
9	Hand Held Smoke Marker	Unexpired, approved							
10	One (1) waterproof torch, spare batteries and a spare bulb	<u>ONLY</u> required on vessels operating at night - Spare batteries and bulb to be kept in a watertight container							
11	Hand-held spotlight with own 12 V battery	<u>ONLY</u> required on dive boats operating at night.							
13	Ships bell or sound signalling device capable of making the signal "R"	<u>ONLY</u> required on vessels of 20m or more in overall length. ("R" is Morse Code • — •)							
15	Code Flag "A" (rigid)	<u>ONLY</u> required on dive boats							
16	Two (2) black balls or shapes, at least 400mm in diameter	<u>ONLY</u> required on vessels of 12 (twelve) metres or more in overall length.							

20	EPIRB Only required for Category A vessels.	If the owner opts for an EPIRB or PLB, It is essential that it is registered with the MRCC. The EPIRB false alarm level is so high that the MRCC will be reluctant to initiate search and rescue unless they can confirm that the vessel is indeed at sea.	
21	Depth sounding device or hand lead line	<u>ONLY</u> required on dive boats	
24	Suitable approved fire extinguishers	One <u>per engine</u> , and, in decked vessels of 9 (nine) metres or more in length, one (1) in each compartment formed by a complete transverse bulkhead (e.g. galley, sleeping accommodation and wheelhouse). Serviced annually by an approved DOTFAS . See latest Marine Notice for SAMSAs approved DOTFAS Stations	
26	2 Oars or paddles	Only for single outboard engines vessels	
27	Grab-line fitted to outside of gunwale	<u>Required ONLY</u> for dive boats. Not required for vessels equipped with a secured boarding ladder extending into the water.	
28	Capsize rope for use when vessel is inverted in the water	<u>ONLY</u> for inflatable vessels and ski-boats less than 9 (nine) metres in overall length. Rope to be attached when proceeding to sea.	
31	Suitable sea-anchor, fitted with hawser and tripping line (rigged and ready for use)	<u>ONLY</u> required on surf launched vessels of less than 9 (nine) metres in overall length.	
32	Proper <u>patent</u> anchor and chain, with a suitable length of rope for the area of operation	<i>Length of chain:</i> Vessels of 6 (six) metres and more - at least 5m Vessels under 6 (six) metres - at least 3m <i>Length of Rope:</i> At least 50 metres. Inspect weak link.	
33	Watertight capsize bottle attached to vessel with rope readily accessible in event of capsize	Containing flares, survival and emergency equipment. The rope length must not be less than 1.5 times the length of the vessel and manufactured to be non-slip.	
36	First-aid kit	To be suitable for the vessel's size, compliment and intended operation, to the satisfaction of the surveyor or safety officer. To include an elementary first-aid manual such as the publication entitled <i>First on the Scene</i> , published by <i>St Johns Ambulance</i> .	
37	Suitable air bellows and repair kit	<u>ONLY</u> required on inflatable vessels	
38	SAMSA Approved self-inflating life-raft capable of carrying all persons aboard. Serviced according to the manufacturers' instructions.	<u>ONLY</u> required if built in buoyancy, one compartment flooding or two chamber flooding (Inflatables) is NOT provided. If carried, to be stowed on deck or in a readily accessible position. SAMSA strongly recommend fitting a hydrostatic release unit. Refer to the latest Marine Notice regarding provision of life-rafts	
39	Spares	Adequate for the purpose of carrying out emergency repairs to machinery and essential equipment aboard.	
40	Tools		
41	Highly visible 2m x 2m canvas (Regulation 9)	Only applies to vessels not painted in visible colours. To be pigmented in a colour which is readily visible from above in any sea condition.	
	Marking of equipment Annex 2 Para 3(1)	All life-jackets, buoyancy aids, life-buoys, Dan-buoys, flares, oars, paddles and life-rafts are to be permanently marked with the vessel's name or "approved marking".	
	Marking of trailer Annex 2 Para 3(1)	Where any vessel is launched from a trailer other than a dolly at a private launching site the trailer must be marked in a conspicuous position, with the vessel's name, or approved marking and with the owner's name and emergency contact number.	

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

Fixed marine VHF radio	Emergency and routine communication	
Portable waterproof VHF radio and/or cell phone in a transparent plastic waterproof pouch (e.g. Aquapac)	Back-up emergency communication	
Suitable magnetic steering compass and/or hand bearing compass	For use in navigation. Particularly useful when lost in fog.	
A suitable combination of navigational equipment appropriate for the voyage	A suitable combination of navigational equipment, viz:, charts, chart plotter, GPS, log, depth sounder, radar and AIS.	
Portable LED spotlight	To help locate a MOB at night	