**Yachting New Zealand**

**Survey Plan Template**

**Version 3**

**December 2017**

A survey plan should be prepared for each vessel.

It should:

* Provide detail on the vessel
* outline the elements of a basic inspection
* a schedule for regular inspection
* help produce a maintenance plan for that vessel

This needent be oneous, but will provide a useful tool to manage your fleet and keep on top of regular inspections of your rescue boats to ensure they are in a seaworthy and safe condition.

Developing a survey plan for each vessel in your club is a requirement as part of the YNZ Rescue Boat Safety System.

This template will help you to develop a survey plan in a form that is acceptable.

## About this template

You need one survey plan for each vessel in your club.

This template has three sections:

1. Rescue Boat details
2. Survey or inspection checklist
3. Survey items schedule

# **1. Rescue boat details**

Provide the details below for the one vessel in your club that this survey plan is for.

|  |  |  |
| --- | --- | --- |
| Full name of vessel |  |  |
|  |  | |
|  |  |  |
| Hull construction |  |  |
| Eg wood, aluminium, steel, fibre reinforced plastic (of either glass resin, carbon fibre or aramid fibre), plastic (of either rotor moulded or welded plastic) and ferro-cement |
|  |  |  |
| Total engine power  (in HP, as applicable) |  |  |
|  |
|  |  | |
| Drive type (number and type) |  |  |
| Eg stern drive, jet, outboard |
|  |  | |
| Number of shafts |  |  |
|  |  |  |
| Length overall (LOA) |  |  |

|  |  |
| --- | --- |
| Beam |  |
|  |  |
| Draft |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date of build  (if known) |  |  |  |  |  |  | |
| DD / MM / YYYY | | | | |
| Operating limits |  | | | | | |  | |
| Eg restricted coastal, coastal – as applicable to the ship’s activities | | | | | |
|  |  | | | | | | | |
| Max. No. of persons allowed on board  (Except in emergencies) |  | | | | | |

# **2. Survey or inspection checklist**

Use this list to help work out what needs to be surveyed or inspected and how often. Tick the ones that apply from those listed below.

The items you select here need to be included in your survey items schedule – refer to 3: *Survey items schedule*. Note that initial surveys include surveys immediately after a major repair or modification.

|  |  |  |
| --- | --- | --- |
| Survey or inspection type (tick which applies) | | Expected frequency |
|  | |  |
|  | Out of water hull inspection | At initial survey, then at intervals prescribed in the survey performance requirements |
|  |
|  | Steering and propulsion survey | At initial survey, then at intervals prescribed in the survey performance requirements |
|  |
|  | Sea trial of steering and propulsion | At initial survey, then annually |
|  |
|  | Radio inspection | At initial survey, then annually |
|  |

# **3. Survey items schedule**

This survey items schedule (see below) shows all of the items that need to be surveyed or inspected and when this needs to happen.

This schedule starts after the initial survey is completed and runs for the full life of your vessel.

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| Use the table below as a guide to developing your own survey items schedule. Update this table with the survey items that are appropriate for your vessel. Add more rows where you need them. |

3. Survey items schedule (continued)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  | **Timing of survey or inspection** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| Survey item groupings  (from survey performance requirements) | Items to be surveyed | Calendar year |  |  | | |  |  |  | | | | | | | | | |  |  | |  | | |  | |  |  | | | | |  |  | | |  | | | | |  |
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|  | | |  | | | | | | | | | |  | | |  | | | | |  | | | | |
| Age of vessel (years) |  |  | | |  |  |  | | | | | | | | | |  |  | |  | | |  | |  |  | | | | |  |  | | |  | | | | |  |
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|  | | |  | | | | | | | | | |  | | |  | | | | |  | | | | |
| Hull exterior Eg visual inspection of hull below waterline, annually |  | |  | | | | |  | | | | | | | | | | | |  | | | | | | |  | | | | | | |  | | | | | | | | |
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| Hull interior Eg visual inspection of hull welds |  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Inflatable tubes  (if applicable)  Eg visual inspection of condition of inflatable tubes |  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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3. Survey items schedule (continued)

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|  | | |  | **Timing of survey or inspection** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| Survey item groupings  (from survey performance requirements) | | | Items to be surveyed | Calendar year | | |  |  | | | | |  | | |  |  | | | | | | | | |  | | | | |  |  | | | | |  | | |  |  | | | | | | | | |  | | | |  |  | | | | |  | |
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| Age of vessel (years) | | |  |  | | | | |  | | |  |  | | | | | | | | |  | | | | |  |  | | | | |  | | |  |  | | | | | | | | |  | | | |  |  | | | | |  | |
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| Propulsion and steering mechanisms Eg inspection and testing of propulsion and steering machinery, as per manufacturer’s instructions |  | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Safety (including navigation and communications) equipment Eg radio survey – annually | |  | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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1. **Maintenance Plan**

Clubs should have a maintenance plan in place for all club owned vessels to help prevent mechanical failures and ensure the boats are maintained in good working order (including regular visual inspections of the vessel and equipment, servicing schedules and an asset replacement plan)

Clubs should keep records of maintenance carried out on all vessels.