

	ROYAL VICTORIA YACHT CLUB		
	STANDARD OPERATING PROCEDURE		
Use of Club Crane			
Procedure No	05	Supersedes	None
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Documentation & reporting

- **The crane and hoist must be tested and certified by a qualified Engineer on an annual basis. The test certificate must be held in the Club Managers office and be available for inspection.**
- **Any defect in the crane or its' associated equipment must be reported to the Club Manager or a member of the Sailing Committee as soon as it is observed.**

1.0 Purpose of Standard Operating Procedure

- 1.1** To establish guidelines for the use of the club owned crane located on the jetty.

2.0 Application / Restrictions

- 2.1** Applies to Club members over the age of 16 intending to use the Club owned crane for launching / recovering boats from the jetty.
- 2.2** The use of the crane is restricted to Club RIBs, National Squibs and members' RIBs less than 6m long and weighing less than 1000 Kg.
- 2.3** Only Club owned lifting gear or strops may be used.
- 2.4** No personnel may be on-board a vessel being lifted.

3.0 Definitions

- 3.1** The Crane covers the mechanically operated jib crane permanently fixed to the jetty as well as the electrically operated hoist which is housed in a storage box on the jetty.
- 3.2** The crane has a safe working load of 1000Kg

4.0 Associated documents

- 4.1** SOP 01 Patrol boats
- 4.2** Risk assessment Patrol boats
- 4.3** Risk assessment Crane use

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5.0 Procedure

5.1 Preparation for use.

- 5.1.1 The crane is stored with the jib pointing towards the Clubhouse, the crane hook hooked onto the cleat on the underside of the jib and the lift wheel handle secured to the safety gate by a length of cord which remains attached to the safety gate.
- 5.1.2 Untie the cord from the hand wheel, move the safety gate clear of the hand wheel, rotate the hand wheel slightly to allow the hook to be removed from the cleat and holding onto the hook, place it directly below the jib. Do not allow the hook to swing freely.
- 5.1.3 If the crane is to be used without the electric hoist, then move the jib to the desired position and proceed.

If the hoist is to be used :-

- 5.1.3.1 Remove the cover from the storage box.
- 5.1.3.2 Remove the electrical cables from the box, uncoil and disentangle if necessary.
- 5.1.3.3 Plug the power supply cable into the RCCB protected three phase outlet located next to the crane base. Note that this is the only electrical supply that may be use
- 5.1.3.4 Lower the hook onto the hoist and engage the crane hook with the ring on top of the hoist making sure that the safety clip has sprung back into the 'closed' position
- 5.1.3.5 Ensure that the jib lifting wire is seated correctly in its' grooves then lift the hoist clear of the box and test by lowering the hoist hook slightly. If the hoist does not operate, check that the emergency stop has not tripped by rotating the red button. If it still does not operate correctly check the plug connection. If this does not solve the problem then disconnect the hoist and proceed using the crane manually. The problem should be reported to the Club manager or a member of the Sailing Committee.
- 5.1.3.6 If the hoist operates, wind the hoist up until the crane hook is just below the jib pulley and lower the hoist hook so that lifting strops may be attached.
- 5.1.3.7 Attach the appropriate strops to the hoist hook, making sure that the safety clip on the hoist hook is securely closed. The long green webbing strops are to be used for RIBs, the short purple strops for National Squibs.
- 5.1.3.8** Raise the hoist hook to just below the hoist

Do not allow the hook to impact the bottom of the hoist as this will damage the unit.

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5.2 LIFTING

- 5.2.1 Bring the vessel to the lifting position on the jetty . (Trolley wheel positions are marked on the deck) then swing the jib round so that the hoist is directly above the balance point. Lower the hoist hook and attach the strops.
- 5.2.2 Where possible strops should be attached to maker installed lifting eyes
- 5.2.3 Care must be taken to ensure that the safety clips on the strop hooks are facing upwards and are fully closed.
- 5.2.4 When National Squibs are being lifted care must be taken to ensure that both the bottom shackles are fully tightened up, that the strops are not twisted, that the long leg is forward and that the lines securing the strop ring are fully secure and tight.
- 5.2.4 Ensure that there is no excess water in the vessel and that all bungs are in place.
- 5.2.5 Take up the slack in the strops using low speed (light pressure on the button). Allow the strain to be taken up gently and stop lifting when the vessel is just clear of its' supports. Check that all wires are clear and that the load is evenly balanced before lifting clear of the trolley or trailer
- 5.2.6 Do not lift any higher than is necessary to allow the trolley/trailer to be removed.

5.3 LAUNCHING

- 5.3.1 Ensure that the vessel is under control RIBs with a bow painter; National Squibs with lines fore and aft.
- 5.3.2 Secure the control box line to a convenient place on the crane.
- 5.3.3 Swing the jib out using the low gear wheel (the one furthest from the water) until the jib is far enough out to allow the vessel to be lowered safely
- 5.3.4 Lower the vessel smoothly until it is just afloat. Secure the bow line/painter and board the vessel using the ladder.
- 5.3.5 For Club RIBs follow procedure 01 section.....

5.4 STOWING

- 5.4.1 As soon as the vessel has cleared the strops raise the hoist hook so that the strops are clear of the water then swing the jib in, close the safety gate and return the jib to its' original position pointing towards the Club house by rotating in the reverse direction to the way it was brought out
- 5.4.2 Raise the hoist hook to just below the hoist and lower the hoist until the strops can be reached. **Remove the strops and stow them in the box taking care to ensure that the National Squib strops are placed in the bottom of the box where they will be clear of the hoist when it is stowed. The RIB strops should be coiled and laid on top of the hoist.**
- 5.4.3 Lower the hoist carefully into the box ensuring that the motor rests on the upper support. Disengage the hook and attach it to the cleat on the underside of the jib.
- 5.4.4 Disconnect the electrical supply cable coil this up with the control cable and place these on top of the hoist unit in the box and replace the lid.
- 5.4.5 Close the safety gate and secure the winding handle to the gate.