

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. The front two sheets must be submitted to SAS.
2. You must have a copy of the following documentation to give the safety officer for submission to SAS
 - a. Proof of payment
 - b. Your buoyancy certificate (if applicable)
 - c. In the case of a visiting foreign registered vessel, a copy of your foreign registration certificate.
 - d. In the case of a vessel >24m LOA, a copy of the certificate proving that your vessel is <100GT.
3. You must have the following documentation available for inspection
 - a. Your vessel's Certificate of Listing and your previous Certificate of Fitness (CoF). Note that any vessel with an SA or ZA marking must be correctly listed by SAS in the name of the current owner.
 - b. The current inspection certificate for your liferaft (if applicable).

Please note that if the safety checklist has not been completed, the safety officer cannot go ahead with the safety inspection.

Vessel and Owner Particulars	
Name of Vessel	
Approved Marking	Length of Vessel in meters
Radio call sign if applicable (from radio license)	MMSI number if applicable (from radio licence)
Maximum number of persons permitted to be carried on board	EPIRB ID (15-digit hexadecimal code)
Colour of hull	Colour of deck
Is the vessel registered with SAMSA? ✓ for Yes X for No	SAMSA registration (O/N) number
Does the vessel have a liferaft? ✓ for Yes X for No	Does the vessel have a buoyancy certificate? ✓ for Yes X for No
Marina where normally moored (or normally launched for a trailer-borne vessel)	
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))

General Information (please tick to acknowledge that you have read and understood)		✓
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.	
Foreign going vessels	Vessels going foreign must be registered. The country of registration is known as the vessels flag state. Vessels registered in SA require a Local General Safety Certificate issued by SAMSA. If your vessel is registered in SA, get your survey done by a SAS safety officer authorised to do safety surveys on SAMSA registered recreational vessels.	
Foreign registered vessels	Foreign registered vessels passing through SA waters have the right of innocent passage which includes coming into nominated ports for repairs or supplies. Visiting foreign registered vessels which want to cruise in SA waters may get a 6-month visitor's CoF. Foreign registered vessels based in SA on a more permanent basis must be listed and marked and get a 12-month CoF like all other local vessels.	
Hull Inspections	From July 2020, SAS will not issue a CoF to a non-trailer borne vessel unless it has a valid Hull Inspection Certificate. Trailer borne vessels – where the safety inspection is conducted with the vessel on a trailer – do not require hull inspection certificates.	
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 is operated, 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 limits specified in the Certificate of Fitness.	
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.	
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.	
Reporting Marine Incidents Merchant Shipping Act Sect 259	The master or owner is required to report all serious marine safety incidents to SAMSA. This includes loss or serious damage to a vessel, loss of life or serious injury, or a situation of great peril. See Marine Notice 8 of 2011 or any update to that marine notice.	
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 (please tick to indicate compliance)		✓
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 Marine notice 9 of 2016 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. From the first safety inspection in 2020, non-trailer-borne vessels will require a hull inspection certificate.	
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.)	
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	Cat R vessels may make any suitable and reasonable provisions to ensure that the vessel retains positive buoyancy when fully flooded, swamped or capsized. (GRP/Wood =30%) 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. Vessel arrangements must be such that the built-in buoyancy provisions and condition thereof can be reasonably inspected at every survey.	
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.	
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.	
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.	
Bilge pumping arrangements Annex 1 Para 11.6 One (1) power driven bilge pump (capacity 3000 litres per hour) OR 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)	<u>ONLY</u> applies to vessels <u>without</u> self-draining decks (<i>exceptions for ski-boats and inflatable boats, sailing or rowing dinghies</i>) Every category R power driven vessel which does not have a self-draining arrangement must be fitted with at least one efficient pump. Where the fitting of such arrangements is clearly impracticable, an efficient bailer should be provided. However, no vessel over seven metres may be exempted from fitting a suitable pump. 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). Underwater discharges need sufficient non-return valves fitted to prevent back flooding.	
Visibility at steering position (Paragraph 12)	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>	
Maintenance of propulsion and steering machinery (Paragraph 13)	Periodically serviced and maintained according to the manufacturers specifications by competent persons.	
Gas appliances (Paragraph 15)	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.	
Dive boats (Paragraph 17)	Provided with adequately secured racks for accommodating all the dive tanks.	

Safety Appliances and Equipment – Annex 2 (please tick to indicate compliance)

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" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Daylight operations</td> <td style="width: 33%;">SANS/ISO 12402-5</td> <td style="width: 33%;">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 World Sailing 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							
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 12V battery	<u>ONLY</u> required on dive boats operating at night.							
15	Code Flag "A" (rigid)	<u>ONLY</u> required on dive boats							
21	Depth sounding device or hand lead line	<u>ONLY</u> required on dive boats							
24	Suitable approved fire extinguishers. Serviced annually by an approved SAMFAS station.	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). See latest Marine Notice for SAMSA approved SAMFAS Stations							
26	2 Oars or paddles	Only for single outboard engines							
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.							
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.							
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.							
39	Spares	Adequate for the purpose of carrying out emergency repairs to machinery and essential equipment aboard.							
40	Tools								
	Approved Marking Regulation 21	The vessel must be marked with an approved marking issued by SAMSA or an Authorised Agency. SAS issues SA numbers for sailing vessels and ZA numbers for power vessels.							
	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(2)	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 for consideration

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 may be appropriate. Some items to consider:

Cell phone in a transparent waterproof pouch (e.g. Aquapac) or hand held waterproof VHF radio	As appropriate for the area. For emergency communication	
Back up handheld GPS	For navigation at night or in fog.	
Hand bearing compass	For navigation at night or in fog.	
Suitable chart		
Portable LED spotlight	To help locate a MOB at night	