

# BERTHON

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## Lay-up and Commissioning Order Form

This form is designed to remind you of all the routine items which should be attended to before laying up this winter and recommissioning next spring.

Please read through and tick in the appropriate boxes those items you would like us to put in hand.

Any items not marked will be assumed as not required.

<b>NAME OF BOAT</b>	<b>LENGTH OVERALL</b>
<b>OWNER</b>	<b>DISPLACEMENT</b>
<b>ADDRESS</b>	<b>MAKE AND MODEL</b>
	* <b>POWER</b> * <b>SAIL</b> <b>Sloop</b> <b>Ketch/Yawl</b> <b>Other</b> *Delete as appropriate
<b>POSTAL CODE</b>	<b>YACHT STORE NUMBER</b>
<b>TELEPHONE</b> <b>Home</b>	<b>Office</b>
<b>E-MAIL</b>	

**MARK SERVICES REQUIRED**

<b>READY FOR LAY-UP FROM</b>
<b>REQUIRED IN COMMISSION FOR</b> (Yacht will be launched a few days early to allow time for commissioning).

<b>WINTER</b>	<b>SPRING</b>
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### STORAGE

Leave afloat in marina berth.	
Bring ashore and store in open. Note: for safety reasons, yachts laid up ashore with masts stepped must be stored in a cradle and all sails must be removed.	
Bring ashore and store under cover.	
Pump out bilges when hauled out and operate pump after heavy rain ( <b>please complete</b> ).	<b>YES</b> <b>NO</b>
Launch off on commissioning.	


Directors: B.O.J. May B.A. Dominic O. May  
 Member of the British Marine Federation.  
 All work is undertaken subject to our standard Terms of Business, a copy of which can be supplied on request.  
 Registered Office: The Shipyard, Lyminster, Hampshire. Registered Number 11785 England





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WINTER	SPRING
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**MAIN ENGINE**

The object of winterizing marine engines is to leave them in a condition – either ashore or afloat – in which they are least likely to suffer damage from frost and to retard corrosion. Salt water in the cooling system will encourage corrosion and used oil is acidic which attacks the internal metal surfaces.

There is/are \_\_\_\_\_ diesel engine(s). Make and model \_\_\_\_\_

*EITHER* Carry out service and winterize main engine including:  
 Check engine oil, gearbox oil and coolant levels.  
 Run up engine, take oil sample and send for analysis.  
 Carry out oil and oil filter change.  
 Change fuel filters and purge system of air.  
 Remove valve cover, check and adjust valve clearances.  
 Check engine anodes.  
 Check air filter.  
 Check crankcase filter.  
 Check antifreeze level and strength.  
 Test run engine alongside to circulate fresh oil.  
 Introduce inhibitor to salt water-cooling system.  
 Remove and check water pump impellor.  
 Check tension and condition of V-belts.  
 Check operation of siphon break.  
 Check and clean inlet sea strainer.  
 Seal air intake.  
 Seal exhaust.  
 Check condition of hoses and clips.  
 Lubricate controls and visually check over engine.  
 Spray engine with inhibitor.  
 Report faults found.

*OR* Carry out main engine service including (if not winterised):  
 Check engine oil, gearbox oil and coolant levels.  
 Run up engine, take oil sample and send for analysis.  
 Carry out oil and oil filter change.  
 Change fuel filters and purge system of air.  
 Remove valve cover, check and adjust valve clearances.  
 Check engine anodes.  
 Check air filter.  
 Check crankcase filter.  
 Check antifreeze level and strength.  
 Remove and check water pump impellor.  
 Check tension and condition of V-belts.  
 Check operation of siphon break.  
 Check and clean inlet sea strainer.  
 Check condition of all hoses and clips.  
 Lubricate controls and visually check over engine.  
 Test run engine alongside to circulate oil.  
 Recommended if engine(s) not winterized.

Diesel tanks should be topped up to help stop condensation and Panacide added to inhibit algae growth.  
Fill diesel tanks. Add biocide.



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WINTER	SPRING
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In the spring:  
 Recommission main engine including:  
 Unseal/reconnect exhaust system.  
 Unseal air inlet and refit air filter.  
 Refit sea water pump impellor with new gasket.  
 Re-connect engine sea water hoses.  
 Check engine oil level.  
 Check gearbox oil level.  
 Check antifreeze level and strength.  
 Check stern gland and vent.  
 Open sea water inlet valve, test run engine alongside.  
 Check for leaks.  
 Check engine instrument readings.  
 Check operation of engine and gear controls.  
 Shut down engine.  
 Close sea water inlet valve and leave warning label at ignition panel.  
 Spray engine with inhibitor.  
 Clean up work area.  
 Report faults found.

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**AUXILIARY GENERATOR** Location:

Service and winterize.		
Carry out service only. Recommended if generator not winterized.		
Recommission, test run, check output.		


**OUTBOARD MOTOR** Location:

Service and winterize.		
Carry out service. Recommended if engine not winterized.		
Test run and replace in stowage on board on commissioning.		


**WINCHES**

Check, strip and service all winches including mast winches, replace pawl springs.		
Check and clean on commissioning.		
Check and lubricate windlass.		


**PLUMBING**

Drain down toilets.		
Pump out fresh water tank(s), drain down systems (where possible).		
Refill fresh water tank(s) and check systems on commissioning.		
Check and lubricate seacocks (when hauled out of course!). All seacocks are left SHUT after servicing except cockpit drains and bilge pump discharges.		




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WINTER	SPRING
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**GAS**

Disconnect and blank off gas at bottle for lay-up (MANDATORY for yachts under cover).	
CORGI engineer to survey gas installation and provide report.	
<i>EITHER</i>	Reconnect original gas bottle and pressure test system on commissioning.
<i>OR</i>	Fit new gas bottle, and pressure test system on commissioning.


**BATTERIES** Location: \_\_\_\_\_

Unless impractical or specifically required batteries should be removed and stored to enable servicing to be carried out efficiently.

The system voltage on this yacht is _____ volts.	
Remove and store ashore _____ batteries of _____ volts each, check, carry out specific gravity check and high load drop test and report condition.	
Check, charge and refit batteries aboard when commissioning.	


**TUBULAR HEATERS/DEHUMIDIFIERS**

Fit _____ tubular heaters. (£35 for first heater with thermostat, £15 for each subsequent heater + VAT).	
Remove heaters on commissioning.	
Fit dehumidifier - can be hired or purchased – please advise.	
Remove dehumidifier at time of fitting out, PAT check and store.	


**RIG**

Sails

<i>EITHER</i>	Unbend sails, stow below.
<i>OR</i>	Unbend sails, send for laundering/repair
Bend on sails on commissioning.	


Running rigging

<i>EITHER</i>	Tie back off mast.
<i>OR</i>	Unreeve, run in messengers, wash off with fresh water and stow below.
Re-reeve on commissioning.	
<i>EITHER</i>	Fit owner-supply winter cover and support frame
<i>OR</i>	Provide indication of cost for winter cover and support frame.
Remove cover and support frame on commissioning.	




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WINTER	SPRING
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Remove mast head unit and stow below.	<input type="checkbox"/>	<input type="checkbox"/>
Refit mast head unit on commissioning.	<input type="checkbox"/>	<input type="checkbox"/>
Unstep and undress mast.	<input type="checkbox"/>	<input type="checkbox"/>
<i>EITHER</i> Coil standing rigging and place aboard.	<input type="checkbox"/>	<input type="checkbox"/>
<i>OR.</i> Coil standing rigging and place in my yacht store.	<input type="checkbox"/>	<input type="checkbox"/>
<i>EITHER</i> Wooden spars – rub down, varnish and store.	<input type="checkbox"/>	<input type="checkbox"/>
<i>OR</i> Metal spars – clean, lightly oil and store.	<input type="checkbox"/>	<input type="checkbox"/>
Wash off mast, dress and step on commissioning.	<input type="checkbox"/>	<input type="checkbox"/>
Check over running rigging and report.	<input type="checkbox"/>	<input type="checkbox"/>
Check over standing rigging and report, free and grease rigging screws.	<input type="checkbox"/>	<input type="checkbox"/>
Carry out electronic NDT (non-destructive electronic test) of swaged rigging terminals and report.	<input type="checkbox"/>	<input type="checkbox"/>

**SAFETY EQUIPMENT**

<b>LIFE RAFTS</b> No: _____ Location: _____ Send for repair and certification. Replace below deck/in stowage on return.	<input type="checkbox"/>
<b>LIFE JACKETS</b> No: _____ Location: _____ Send for survey and certification. Replace on board on return.	<input type="checkbox"/>
<b>FLARES</b> No: _____ Location: _____ Check dates and renew as required. Dispose of out-of-date flares.	<input type="checkbox"/>

**INFLATABLE DINGHY** Location:

Send dinghy for check and service. Replace on board on return.	<input type="checkbox"/>
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**FIRE EXTINGUISHERS** should be checked every year by specialist.

Check and service. Replace on board on return (we will recommend if fire extinguishers are not suitable or inadequate).	<input type="checkbox"/>
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**ANTIFOULING** When lifted ashore we will pressure wash the bottom.

Repaint with 2 coats of _____	<input type="checkbox"/>
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**BOOTTOP**

Repaint as at present.	<input type="checkbox"/>
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WINTER	SPRING
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**TOPSIDES**

GRP: clean and polish	
GRP: cut back, clean and polish	
Cavetto line: repaint/gild/tape as at present.	
Names etc.: repaint/gild/tape as at present.	

**DECK**

Clean all bare teak.	
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**COACHROOF/SUPERSTRUCTURE**

GRP: clean and polish.	
GRP: cut back, clean and polish	

**EXTERIOR VARNISH**

Cut out dead, mask up, touch up twice, rub down and apply one full coat of varnish.	
Mask up, prepare and apply _____ of further coats of varnish rubbing down between coats.	

**ANODES**

Check and change anodes.	
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**COMPASS**

Swing compass and supply deviation card.	
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**NOTES OR OTHER REQUIREMENTS**

Signature \_\_\_\_\_ Date \_\_\_\_\_