

# BERTHON

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## Lay-up and Commissioning Form

This form is designed to remind you of all the routine items which should be attended to before laying up over the winter and commissioning in the spring.

Please read through and tick in the appropriate boxes for those items you would like us to put in hand.  
Any items not marked will be assumed as not required.

<b>BOAT NAME</b>	
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<b>OWNER</b>	
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<b>READY FOR LAY-UP FROM</b> (Date)	
<b>REQUIRED IN COMMISSION FOR</b> (Date) Depending on requirements yachts will be launched earlier to allow time for commissioning.	

Please proceed with the works indicated in the attached 'Lay-up and Commission Form' for the above named yacht.

Signed \_\_\_\_\_ Date \_\_\_\_\_



WINTER	SPRING
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**MAIN ENGINE**

The object of winterising 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 hold back corrosion. Salt water in the cooling system will encourage corrosion and used oil is acidic which attacks the internal metal surfaces.

<i>EITHER</i>	<p><b>Carry out service and winterise main engine</b> including:</p> <ul style="list-style-type: none"> <li>Check engine oil, gearbox oil and coolant levels</li> <li>Run up engine, take oil sample and send for analysis</li> <li>Carry out oil and oil filter change</li> <li>Change fuel filters and purge system of air</li> <li>Check engine anodes</li> <li>Check air filter</li> <li>Check crankcase filter</li> <li>Check antifreeze level and strength</li> <li>Test run engine alongside to circulate fresh oil</li> <li>Introduce inhibitor to salt water-cooling system using old impellor</li> <li>Supply new impellor for installation at commissioning.</li> <li>Check tension and condition of V-belts</li> <li>Check operation of siphon break</li> <li>Check and clean inlet sea strainer</li> <li>Seal air intake</li> <li>Seal exhaust</li> <li>Check condition of hoses and clips</li> <li>Lubricate controls and visually check over engine</li> <li>Report faults found</li> </ul>	<input type="checkbox"/>
<i>OR</i>	<p><b>Carry out main engine service</b> including (if not winterised):</p> <ul style="list-style-type: none"> <li>Check engine oil, gearbox oil and coolant levels</li> <li>Run up engine, take oil sample and send for analysis</li> <li>Carry out oil and oil filter change</li> <li>Change fuel filters and purge system of air</li> <li>Check engine anodes</li> <li>Check air filter</li> <li>Check crankcase filter</li> <li>Check antifreeze level and strength</li> <li>Remove and check water pump impellor</li> <li>Check tension and condition of V-belts</li> <li>Check operation of siphon break</li> <li>Check and clean inlet sea strainer</li> <li>Check condition of all hoses and clips</li> <li>Lubricate controls and visually check over engine</li> <li>Test run engine alongside to circulate oil</li> <li>Recommended if engine(s) not winterised</li> </ul>	<input type="checkbox"/>
<i>OR</i>	<p><b>Winterise main engine</b> (only for when engine has recently been serviced):</p> <ul style="list-style-type: none"> <li>Check engine oil, gearbox oil and coolant levels.</li> <li>Run up engine and check over.</li> <li>Check antifreeze level and strength.</li> <li>Introduce inhibitor to salt water-cooling system using old impeller</li> <li>Seal air intake.</li> <li>Seal exhaust.</li> <li>Report faults found.</li> </ul>	<input type="checkbox"/>



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WINTER	SPRING
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**MAIN ENGINE - IN THE SPRING**

Commission main engine/s including: Unseal/reconnect exhaust system, unseal air inlet and refit air filter, fit new water pump impellor with new gasket (if applicable), 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, clean work area, report faults found.	<input type="checkbox"/>
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**VALVE CLEARANCES (Main engine/s)**

Remove valve cover, check and adjust valve clearances	<input type="checkbox"/>
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**GEARBOX OIL**

Take gearbox oil sample and send for analysis	<input type="checkbox"/>
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**AUXILIARY GENERATOR Location:**

Service and winterise. (details as main engine)	<input type="checkbox"/>
Carry out service only. Recommended if generator not winterised	<input type="checkbox"/>
Winterise only (if recently serviced, details as main engine)	<input type="checkbox"/>
Commission, test run, check output	<input type="checkbox"/>

**VALVE CLEARANCES (Generator prime mover)**

Remove valve cover, check and adjust valve clearances	<input type="checkbox"/>
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**FUEL**

Top up diesel tank/s <i>Diesel tanks should be topped up to help stop condensation</i>	YES		NO
Add fuel treatment to the tanks <i>To inhibit algae/fuel bug growth</i>			
Total fuel tank capacity _____ Litres			

**SAILS**

EITHER      Unbend sails, stow below	<input type="checkbox"/>
OR            Unbend sails, send for laundering/repair	<input type="checkbox"/>
Bend on sails on commissioning	<input type="checkbox"/>

**RUNNING RIGGING**

EITHER      Tie back off mast	<input type="checkbox"/>
OR            Un-reeve, run in messengers, wash off with fresh water and stow below	<input type="checkbox"/>
Re-reeve on commissioning	<input type="checkbox"/>



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**MAST & SPARS**

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"/>
Un-step and undress mast	<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	<input type="checkbox"/>	<input type="checkbox"/>

**PLUMBING**

Lay up plumbing; Pump out fresh water tank(s), drain down systems (where possible)	<input type="checkbox"/>	<input type="checkbox"/>
Refill fresh water tank(s) and check systems on commissioning	<input type="checkbox"/>	<input type="checkbox"/>

**SEA COCKS**

Check and lubricate sea cock valves All sea cocks are left AS FOUND after servicing, cockpit drains and bilge pump sea cocks are left open	<input type="checkbox"/>	<input type="checkbox"/>
Strip, clean and grease Blakes (or similar) sea cock valves	<input type="checkbox"/>	<input type="checkbox"/>

**SAIL DRIVE**

Service sail drive leg (change oil and sacrificial anodes)	<input type="checkbox"/>	<input type="checkbox"/>
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**DRIVE LEG/s**

Service drive leg/s (change oil and sacrificial anodes)	<input type="checkbox"/>	<input type="checkbox"/>
Check / change bellows (either annually or bi-annually in accordance with manufacturer's recommendations)	<input type="checkbox"/>	<input type="checkbox"/>

**OUTBOARD MOTOR**

Service tender outboard engine	Make: _____ Size: __hp	Location: _____	<input type="checkbox"/>	<input type="checkbox"/>
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**STORAGE**

Leave afloat in marina berth	<input type="checkbox"/>	<input type="checkbox"/>
Bring ashore and store in open <i>For safety reasons, yachts laid up ashore with masts stepped must be stored in a cradle and all sails removed</i>	<input type="checkbox"/>	<input type="checkbox"/>
Launch off on commissioning	<input type="checkbox"/>	<input type="checkbox"/>



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**WINCHES / WINDLASS**

Check, strip and service all winches including mast winches, replace pawl springs	<input type="checkbox"/>
Check and clean on commissioning	<input type="checkbox"/>
Check and lubricate windlass	<input type="checkbox"/>

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

**GAS**

Gas Safety Check. Carried out by Gas SAFE registered engineer	<input type="checkbox"/>
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<input type="checkbox"/>
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**BATTERIES** 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	<input type="checkbox"/>
Remove and store ashore ____ batteries, check, carry out specific gravity check and high load drop test and report.	<input type="checkbox"/>
Check, charge and refit batteries aboard when commissioning	<input type="checkbox"/>

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

**TUBULAR HEATERS / DE-HUMIDIFIERS**

Fit ____ tubular heaters. (£40 for first heater with thermostat, £20 for each subsequent heater + VAT)	<input type="checkbox"/>
Remove heaters on commissioning	<input type="checkbox"/>
Set up owner supplied de-humidifier	<input type="checkbox"/>

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

**SAFETY EQUIPMENT**

<b>LIFE RAFTS</b> No: _____ Location: _____ Send for service and certification. Replace below deck/in stowage on return	<input type="checkbox"/>
<b>LIFE JACKETS</b> No: _____ Location: _____ Send for service and certification. Replace on board on return	<input type="checkbox"/>
<b>JON BUOY / EPIRB</b> No: _____ Location: _____ (Or similar automated safety device) Send for service and certification. Replace on board on return	<input type="checkbox"/>

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

**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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<input type="checkbox"/>
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**COVERS**

Fit owner-supplied winter cover and support frame	<input type="checkbox"/>
Remove cover and support frame on commissioning and pack away for owner collection	<input type="checkbox"/>

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>



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**ANTIFOULING** When lifted ashore we will pressure wash the bottom

Repaint with 2 coats of (Brand & colour of antifouling)	<input type="checkbox"/>	
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**BOOTTOP**

Repaint as at present (Brand & colour of boottop paint)	<input type="checkbox"/>	
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**ANODES**

Check and change anodes	<input type="checkbox"/>	
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**VALETING**

Wash down decks, coach roof / superstructure, cockpit & topsides	<input type="checkbox"/>	
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Carry out interior valet	<input type="checkbox"/>	
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**TOPSIDES**

GRP: clean and polish	<input type="checkbox"/>	
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GRP: cut back, clean and polish	<input type="checkbox"/>	
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**DECK**

Wash down teak decks and apply anti fungicide treatment (Boracol), to inhibit the growth of algae over winter.	<input type="checkbox"/>	
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Clean all bare teak	<input type="checkbox"/>	
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**COACHROOF/SUPERSTRUCTURE**

GRP: clean and polish	<input type="checkbox"/>	
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GRP: cut back, clean and polish	<input type="checkbox"/>	
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**PLEASE SUPPLY DETAILS OF ANY ADDITIONAL REQUIREMENTS OVERLEAF**



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