

Engineering Servicing, Winter Lay-up & Spring 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.

BOAT NAME _____

OWNER _____

READY FOR LAY-UP FROM (Date) _____

REQUIRED IN COMMISSION FOR (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

(Continued)

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.

Engine Make & Model: _____

STBD / PORT Serial Number (if known): _____

<p>Either Carry out service and winterise main engine including:</p> <ul style="list-style-type: none"> 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 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 using old impellor Supply new impellor for installation at commissioning 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 Report faults found 	<input type="checkbox"/>	
<p>Or Carry out main engine service including (if not winterised):</p> <ul style="list-style-type: none"> 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 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 winterised 	<input type="checkbox"/>	
<p>Or Winterise main engine (only for when engine has recently been serviced):</p> <ul style="list-style-type: none"> Check engine oil, gearbox oil and coolant levels Run up engine and check over Check antifreeze level and strength Introduce inhibitor to salt water-cooling system using old impellor Seal air intake Seal exhaust Report faults found 	<input type="checkbox"/>	

(Continued)	WINTER	SPRING
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"/>	<input type="checkbox"/>
VALVE CLEARANCES (Main engine/s)		
Remove valve cover, check and adjust valve clearances	<input type="checkbox"/>	<input type="checkbox"/>
COOLANT CHANGE (Main engine/s)		
Carry out coolant change (recommended every 2 years)	<input type="checkbox"/>	<input type="checkbox"/>
GEARBOX OIL CHANGE		
Take gearbox oil sample and send for analysis, carry out oil and oil filter change	<input type="checkbox"/>	<input type="checkbox"/>
Generator Make & Model:		
Serial Number (if known):		
AUXILIARY GENERATOR Location:		
Service and winterise. (details as main engine)	<input type="checkbox"/>	<input type="checkbox"/>
Carry out service only. Recommended if generator not winterised	<input type="checkbox"/>	<input type="checkbox"/>
Winterise only (if recently serviced, details as main engine)	<input type="checkbox"/>	<input type="checkbox"/>
Commission, test run, check output	<input type="checkbox"/>	<input type="checkbox"/>
VALVE CLEARANCES (Generator prime mover)		
Remove valve cover, check and adjust valve clearances	<input type="checkbox"/>	<input type="checkbox"/>
COOLANT CHANGE (Generator prime mover)		
Carry out coolant change (recommended every 2 years)	<input type="checkbox"/>	<input type="checkbox"/>
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>	<input type="checkbox"/>	<input type="checkbox"/>
Total fuel tank capacity _____ Litres	<input type="checkbox"/>	<input type="checkbox"/>

(Continued)	WINTER	SPRING
SAILS		
<i>EITHER</i> Unbend sails, stow below	<input type="checkbox"/>	<input type="checkbox"/>
<i>OR</i> Unbend sails, send for laundering/repair	<input type="checkbox"/>	<input type="checkbox"/>
Bend on sails on commissioning	<input type="checkbox"/>	<input type="checkbox"/>
RUNNING RIGGING		
<i>EITHER</i> Tie back off mast	<input type="checkbox"/>	<input type="checkbox"/>
<i>OR</i> Un-reeve, run in messengers, send for laundering / stow below.	<input type="checkbox"/>	<input type="checkbox"/>
Re-reeve on commissioning	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
ANODES		
Check and change anodes	<input type="checkbox"/>	<input type="checkbox"/>

(Continued)	WINTER	SPRING
SAIL DRIVE		
Service sail drive leg (change oil and sacrificial anodes)	<input type="checkbox"/>	<input type="checkbox"/>
SAIL DRIVE DIAPHRAGM CHANGE (recommended every 7 years)		
Disconnect engine and move forward Remove sail drive leg Replace internal and external diaphragm Refit and connect engine.	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
DRIVE LEG(S) / SAIL DRIVE ANTIFOUL		
Mask up drive leg, prepare surface and apply two coats of antifouling paint.	<input type="checkbox"/>	<input type="checkbox"/>
OUTBOARD MOTOR		
Service tender outboard engine: Make: _____ Size: _____ hp Location: _____	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
WINCHES / WINDLASS		
Check, strip and service all winches including mast winches, replace pawl springs	<input type="checkbox"/>	<input type="checkbox"/>
Check and clean on commissioning	<input type="checkbox"/>	<input type="checkbox"/>
Check and lubricate windlass	<input type="checkbox"/>	<input type="checkbox"/>
GAS		
Gas Safety Check. Carried out by Gas SAFE registered engineer	<input type="checkbox"/>	<input type="checkbox"/>

(Continued)	WINTER	SPRING
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		
Remove and store ashore ____ batteries, check, carry out specific gravity check and high load drop test and report.		
Check, charge and refit batteries aboard when commissioning		
TUBULAR HEATERS / DE-HUMIDIFIERS		
Fit ____ tubular heaters. (£40 for first heater with thermostat, £20 for each subsequent heater + VAT)		
Remove heaters on commissioning		
Set up owner supplied de-humidifier		
SAFETY EQUIPMENT		
LIFE RAFTS No: _____ Location: _____ Send for service and certification. Replace below deck/in stowage on return		
LIFE JACKETS No: _____ Location: _____ Send for service and certification. Replace on board on return		
JON BUOY / EPIRB No: _____ Location: _____ (Or similar automated safety device) Send for service and certification. Replace on board on return		
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)		
COVERS		
Fit owner-supplied winter cover and support frame		
Remove cover and support frame on commissioning and pack away for owner collection		
ANTIFOULING When lifted ashore we will pressure wash the bottom		
Repaint with 2 coats of (Brand & colour of antifouling)		
BOOTTOP		
Repaint as at present (Brand & colour of boottop paint)		

(Continued)	WINTER	SPRING
VALETING – Post Season		
Wash down decks, coach roof / superstructure, cockpit & topsides	<input type="checkbox"/>	<input type="checkbox"/>
Carry out interior valet	<input type="checkbox"/>	<input type="checkbox"/>
TOPSIDE – Post Season		
GRP: clean and polish	<input type="checkbox"/>	<input type="checkbox"/>
GRP: cut back, clean and polish	<input type="checkbox"/>	<input type="checkbox"/>
DECK – Post Season		
Wash down teak decks and apply anti fungicide treatment (Boracol), to inhibit the growth of algae over winter.	<input type="checkbox"/>	<input type="checkbox"/>
Clean all bare teak	<input type="checkbox"/>	<input type="checkbox"/>
COACHROOF/SUPERSTRUCTURE - Post Season		
GRP: clean and polish	<input type="checkbox"/>	<input type="checkbox"/>
GRP: cut back, clean and polish	<input type="checkbox"/>	<input type="checkbox"/>
VALETING – Pre Season		
Wash down decks, coach roof / superstructure, cockpit & topsides	<input type="checkbox"/>	<input type="checkbox"/>
Carry out interior valet	<input type="checkbox"/>	<input type="checkbox"/>
TOPSIDES – Pre Season		
GRP: clean and polish	<input type="checkbox"/>	<input type="checkbox"/>
GRP: cut back, clean and polish	<input type="checkbox"/>	<input type="checkbox"/>
DECK – Pre Season		
Wash down teak decks and apply anti fungicide treatment (Boracol), to inhibit the growth of algae over winter.	<input type="checkbox"/>	<input type="checkbox"/>
Clean all bare teak	<input type="checkbox"/>	<input type="checkbox"/>
COACHROOF/SUPERSTRUCTURE – Pre Season		
GRP: clean and polish	<input type="checkbox"/>	<input type="checkbox"/>
GRP: cut back, clean and polish	<input type="checkbox"/>	<input type="checkbox"/>

PLEASE SUPPLY DETAILS OF ANY ADDITIONAL REQUIREMENTS OVERLEAF

(Continued)

NOTES.