



OPERATING PROCEDURE No. 20

Issue 2 April 2025

DEFECT REPORTING

PURPOSE

This procedure defines how defects with any boats or equipment are to be recorded and managed. Recording of defects is essential to ensure that defective boats and equipment can be rectified and that defective equipment and boats are not used unless it is safe to do so.

This procedure should be read by OOD, Pontoon Master, Shore Party Leads and all boat Skippers including Hansa and Oscar Sailors.

RESPONSIBILITIES

All members are responsible for reporting boat or equipment defects that they identify.

Boat Skippers, including Hansa and Oscar sailors, are responsible for recording defects on the Defect Board.

OOD, Principal, ~~and~~ Chief Instructors ~~and Sailing Manager and Engineer~~ have authority to confirm that a repair has been completed and that the boat or equipment can be used. This includes temporary repairs.

OOD is responsible for ensuring that the ~~Engineer~~ Chief Instructors and Sailing Manager ~~is~~ are aware of any new defects and warning the next OOD if there is likely to be an implication for the next session.

PROCEDURE

A portable Defect Board is kept in the Club House by the Tall Cupboard. The OOD will take it to the shore at the beginning of each session and ensure that it is completed and returned at the end of the session.

All defects shall be recorded on the Defect Board by the boat skipper, this includes Hansa sailors.

Any member identifying a defect with a boat or piece of equipment shall report it to the boat skipper or ~~Pontoon Master~~OOD for decision on any immediate action needed. This may include return to shore or cancelling use of the boat/equipment for the day and/or arranging an immediate repair.

Use of boats/equipment following an immediate repair is to be authorised by the OOD, Principal, Chief Instructor or ~~Engineer~~Sailing Manager.

The Defect and its repair shall be recorded on the Defect Board.

If a Defect is not repaired it shall be recorded on the Defect Board.

At the end of a session the OOD should photograph the defect board and ~~The OOD~~ shall ensure that the ~~Engineer is~~Chief Instructors/Sailing Manager are aware of any new defects reported and advise the next OOD if the defect is likely to impact the next session. If not present email chiefsailinginstructor@dart-sailability.org, sailingmanager@dart-sailability.org, chiefpowerinstructor@dart-sailability.org, as appropriate and ~~or~~ ood.dart-sailability@membermojo.co.uk.

The ~~Engineer~~Chief Instructors shall arrange for the defect to be rectified.

Once the defect has been rectified this shall be reported to the relevant Chief Instructor~~Engineer or, if not available, one of Principal or Chief Instructor~~. The ~~Engineer, Principal or~~ Chief Instructor/Sailing Manager shall then check the repair and, if satisfied, record on the Defect Board, that the boat or equipment is repaired and available for use.

At the end of each session details of permanently repaired boats can be removed from the Defect Board.