



## OPERATING PROCEDURE No. 5

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### Pontoon Operations

#### PURPOSE

This document provides guidance on the safe and efficient movement of boats and people on the pontoon. It should be read by the Pontoon Master and all volunteers.

#### PROCEDURE

All activity on the pontoon will be managed by the Pontoon Master. The Pontoon Master will be assisted by:

- Hoist Operator
- Hoist Assistant
- Runner – Assists sailors on the pontoon
- 2 Line Handlers – Move boats and assist boats arriving and departing

#### Preparation

**Boats should not be launched or moored on the left-hand side of the MDL pontoon if there are MDL Lifting Operations ongoing or Marina Users launching or recovering boats.**

#### Hansas

The first job should be launching Hansas. They should be launched and sail covers removed and wind indicators fitted when close to the slip.

Hansas should then be moved to the end of the pontoon and moored by the bow. They can be moved by NAB or by hand. Line Handlers manage moving and mooring.

At the end of the pontoon keels can be lowered using the hoist or A Frame, rudders fitted and sails rigged. This can continue while other boats are being boarded.

#### Oscar

Following launch of Hansas, Oscar should be moved to the end of the pontoon for rigging by the nominated skipper.

## Embarkation

**All sailors should be accompanied on and off the pontoon by the Runner or a Line Handler or a member of the Shore Party as directed by the PM.** This recognises the wide variety of disabilities which could result in accidents. Direct physical support should only be provided if wanted by the sailor.

NAB should be manned and kept clear of mooring spaces at all times and used to move Hansas and ferry crews to centre pontoon. Crews for the centre pontoon can be embarked quickly from any clear space whilst avoiding any interference with MDL and Marina users

### ARC

It is best to embark sailors on ARC first. This reduces the number of people waiting ashore and will allow time for a second trip if needed.

Boarding is simplest by side door if there is mooring space on the pontoon. If not boarding must be on the slip using the bow ramp with the ramp for the Blue Container as an extension.

### Keel Boats

If keel boats need to use the hoist it is best to call them in first as some of their crew will be ambulant and will not want to be delayed by Hansa boarding. Otherwise, they can be called in at the same time as Hansa embarkation is underway. However, care must be taken in managing the order of sailors moving on to the pontoon to avoid the need to pass on the pontoon and delays in sailors getting to the end to board Hansas.

Keel Boats should generally moor on the righthand side of our pontoon or the MDL pontoon unless using the hoist or the lefthand side is not being used by MDL or Marina Users.

### Hansas

When ready for boarding the Runner should collect the first sailor and escort them to the end of the pontoon. If they are using a wheel chair the chair should be marked with the card appropriate to the boat and immediately returned to the shore. The runner then collects the next sailor while the first sailor is boarding the boat. This routine continues until all boats are boarded. It should avoid more than one chair being on the pontoon at the same time while also avoiding any delays in having sailors ready to board boats.

Note - for stability only one wheelchair, at a time, should be on the C-crane pontoon.

## Dis-Embarkation

**All sailors should be accompanied on and off the pontoon by the Runner or a Line Handler or a member of the Shore Party as directed by the PM.** This recognises the wide variety of disabilities which could result in accidents. Direct physical support should only be provided if wanted by the sailor.

**The PM and the OOD will agree when boats should return to the Pontoon to avoid congestion in the creek or on the pontoon**

## **Boats must be moved to the centre pontoon as soon as disembarkation is finished**

ARC

ARC can disembark in the same way as embarkation – alongside or via slipway.

When boats are approaching to disembark, Pontoon Master will request Runner to collect the appropriate wheel chair(s)

Keel Boats

Keel Boats will disembark on our pontoon or outer end of righthand side of MDL pontoon. They will move to centre pontoon when disembarkation is complete.

Oscar

Oscar keel should be raised when disembarkation is complete and the boat moved to inner end of righthand side of MDL pontoon for recovery as soon as sufficient volunteers (4) are available. Oscar skipper will manage the recovery and packing of the boat.

Hansas

Hansas will disembark on our pontoon.

When disembarkation complete move Hansa clear of hoist. Use A frame to raise keel. Stow sails and remove rudder.

Move boats to inner end of righthand side of MDL pontoon to put covers on sails.

Recover boats