

ANNEX A - W&PBC BOAT INSPECTION CHECKLIST

Boat Name:	
Date of Inspection:	
Inspecting Officer:	
Category:	
Maximum number of passengers & crew	

* References - MCA Inland Water Small Passenger Boat Code

		Ref. *	Y/N
Minimum third party liability insurance for £5M (£5M public liability plus £5M mandatory employer's liability).	£10M third party liability insurance is recommended.		
Skipper			
Category A/B	Category C/D		
Skipper to have an appropriate qualification or demonstrate to operator that competent and with local experience. Recommended MCA BM 3/2/RYA Inland Helm + 12 months experience/ RYA power boat level 2 + 12 months experience/ waterman's licence issued by competent authority. RYA qualifications to be commercially endorsed.	Skipper to have MCA BM 2/ RYA Coastal/Day skipper + 12 months experience/ RYA power boat level 2 + 12 months experience/ waterman's licence issued by competent authority. RYA qualifications to be commercially endorsed.	26.1 26.2	
1-day short range VHF certificate if VHF fitted.	1-day short range VHF certificate if VHF fitted.	26.3	

Medical certificate: ML5/ENG1/ CAA commercial pilots licence/ DVLA group 2 drivers licence/HSE diving medical certificate.	Medical certificate: ML5/ENG1/ CAA commercial pilots license/ DVLA group 2 drivers licence/HSE diving medical certificate.	26.4	
Evidence of satisfactory colour vision if not marine medical.	Evidence of satisfactory colour vision if not marine medical.	26.5	
RYA Basic Sea Survival Certificate or STCW Personal Survival Techniques Certificate. (Not required for rowing ferry only)	RYA Basic Sea Survival Certificate or STCW Personal Survival Techniques Certificate.	26.6	
First Aid			
Valid elementary/ RYA First Aid Certificate/ HSE approved/ Ambulance service First Aid certificate.	Valid elementary/ RYA First Aid Certificate/ HSE approved/ Ambulance service First Aid certificate.	30.1	

Construction and Structural Strength	Ref.*	Y/N
On first survey: Post 1998, builders CE plate – Cat A/B waters, design cat. D; Cat. C/D waters, design cat C.	3.4.3	
Pre 1998 boats on first application: Survey by appropriate surveyor that boat is iaw this code. OR builders certificate with evidence that the boat is appropriately constructed for the area of intended operation.	4.1	
Vessels holding existing license in SHMA areas: recent history of safe operation in required operating area.	4.5	
Weed hatch if fitted: 150mm above waterline and watertight.	4.6	
Hull/shell fittings/steering/propulsion to have documented out of water examination at least every 5 years by a suitably qualified recognised marine surveyor. More frequent inspections if advised by the surveyor.	4.7	
Water freeing arrangements/drainage		
If water may be trapped – min. 2 freeing ports (1 each Side) Of Area: Cat. A/B 65 sq. cm/ Cat C 135 sq. cm/ Cat D 225 sq. Cm each.	6.1.1	
Machinery		

Fit for purpose for intended service. Materials fire resistant or Protected.	7.1.1	
Moving parts/hot surfaces/other hazards protected for normal movement around vessel.	7.1.1	
Sufficient fuel capacity for area of operation.	7.1.2	
Fuel tank vents to have flame gauze and be at or above filling plate level and no danger of fuel/vapour escape.	7.1.2	
Engines in dedicated compartment remote from operator then shut off fitted in feed pipe as close to tank as possible.	7.1.3	
Outboard petrol tanks to have quick connection shut off device.	7.1.3	
Reliable starting mechanism. If by battery then battery charger fitted. Cat C/D then duplicate battery + change over switch.	7.1.5	
Inflatable boats & open boats able to reach planing speed: if remote throttle controls - then fitted with kill cord.	7.1.7	
Diesel engines		
Portable fuel storage unit to be metal & means to contain spills & direct overside drainage of spills.	7.2.2	
Fuel storage located on deck & away from heat source & build up of vapour. Separate from LPG.	7.2.2	
Containers stored upright, secured & labelled (haz. etc). Not to impede movement around vessel or escape routes.	7.2.2	
Petrol engines		
To be suitable outboard.	7.3.1	
Fuel filling lines connections leak proof. Screw/compression cone /brazed/flanged joints and easily accessible for inspection.	7.3.1	
Fuel tanks non-corrosive material. Secured low down as practicable. Joints/seams to be welded/brazed/close riveted. No glass/plastic sight gauges – indicators to not allow escape of fuel if damaged.	7.3.1	

Dipsticks if fitted to be via gas tight fittings.		
Tanks 1 bonded to deck filling plate & earth point in contact with water surrounding hull. Tanks > 2.5L within 1m of engine/heat source to be protected by fire resistant baffle.	7.3.1	
Fuel drawn through top/near top of tank, except gravity feed to ensure no fuel dump if tank damaged. Fuel filters marine use and fire resistant. Flame trap/air filter to be fitted to air intake.	7.3.1	
Feed pipes suitable material, adequately supported/clear of exhaust/heat sources.	7.3.1	
Vessels may have < 5HP auxiliary engine with integral fuel tank If provided with filling precautions sign.	7.3.2	
Other than inflatable boats – permanent tank any spillage to drain Overboard, or portable tank < 27L.	7.3.3	
Hydrocarbon detector in enclosed locations liable to vapour build up.	7.3.4	
Spare portable petrol containers not to be carried unless essential. If so, marked (haz etc.), secured on deck, easily jettisoned, spillage to drain overboard. Away from LPG. Not impede normal movement or on escape routes. Alternatively in fire resistant locker, overside drainage.	7.3.5 7.3.6	
Small Vessels may have 5L container in deck locker vapour tight to interior/not able to open from interior/drain overboard & ventilated to atmosphere.	7.3.7	
Electrical Installation		
Electrical equipment away from areas liable to hydrocarbon gas build up.	8.3	
Centralised lighting to have back up – may be torches sufficient to exit to open deck/deploy LSA/illuminate rescue equipment/work on	8.4	

essential machinery.		
Batteries firmly secured. If charging output > 0.2kW, batteries in well ventilated space. If >2.0kW well ventilated, dedicated compartment. If natural ventilation then risk assessment to prove low risk to life.	8.5.1 8.5.2	
Battery operated safety critical equipment to have back up.	8.5.4	
Steering Gear/ Steering Position		
Effective steering system with emergency arrangements.	9.1 9.3	
Helmsman clear view.	9.2	
Bilge Pumping/ Draining		
Powered or hand pump – allow any compartment to be drained. Holding tank for oily bilge water. Auto start recommended except in areas where potential pollutants, no drawing from oil tight areas beneath engine/gearbox.	10.1 10.3	
Category A/B open vessels bucket/bailer.	10.2	
Bilge alarms if fitted to give audible/visual warning at control position.	10.4.2	
Anchors and Cables		
Anchor with min. 4m chain.	20.1	
20m continuous length of rope, suitable for towing.		

Life Saving Equipment			Y/N
Category A/B	Category C/D		
One lifebuoy with 18m line + light at night. May have throw line as alternative. If lifejackets worn then not required.	2 lifebuoys, 1 with 18m line + light at night. If lifejackets worn then not required.	13.1	
Lifejackets not required unless vulnerable people.	Enough lifejackets for all on board. Solid buoyancy or inflatable. Not to rely	13.2	

	solely on oral inflation. EN 396 150N or EN 399 275N. Lights if used at night. Marked with boat's name.		
	Buoyant line with buoyant quoit.	2.3	
	2 red hand distress flares.	2.3	
	2 orange smoke floats	2.3	
Safety knife	Safety knife		
Category A/B/C	Category D		
Life raft not required	By 01 st April 2015 - Liferaft for at least the number of passengers. Until liferaft is fitted, sufficient buoyancy aids for all occupants of the vessel in the event of sinking. Liferaft - ISO 9650 approved. Including minimum MCA 'E' pack.		
	Liferaft stowed on deck + hydrostatic release/weak link or in readily accessible and dedicated locker opening onto deck.	13.3.5	
	Serviced at required intervals and in date.	13.5	

Fire Safety		Y/N
Machinery compartments to ensure retention of released fire fighting extinguishing medium to extinguish fire.	14.1	
Insulation non-combustible and impervious to oil.	14.2	
Means provided so as to keep machinery clean + means to contain oil spillage.	14.3	
Fixtures and fittings to be fire retardant.	14.5	

Galleys/sleeping accommodation fitted with smoke/heat detectors.	14.6 14.7	
LPG installations annual inspection and certificated by competent person.	14.4	
Means of Escape		
Means of escape such that no single event cuts off all escape routes. Account taken of numbers and restrictions on use of escapes.	14.8.1	
2 means of escape from: each sleeping compartment or other at risk accommodation.	14.8.1	
2 means of escape from machinery space unless only occasionally visited and exit allows ready escape, or person always within 5m of exit.	14.8.1	
Existing vessels with single means of escape from accommodation to have fire detectors as necessary for early warning.	14.8.2	
Fire Fighting Appliances		
Open/partially decked with no engine/cookers/heating/lighting etc. no fire extinguisher required.	15.1	
Inboard engine space to have remotely operated system either manual or automatic. May be portable extinguisher, operable from outside the space through fire hole. Extinguisher suitable for size of space but minimum rating 5A/34B.	15.2	
Vessels >6m LOA, hand/powered pump + hose/nozzle to give 1 jet of water to any part of vessel, or 1 multi-purpose extinguisher min. rating 13A/113B kept outside engine space.	15.5	
1 multi-purpose fire extinguisher min. rating 5A/34B at each exit from accommodation to deck but min. 2 extinguishers.	15.6	
Fire blanket in Galley/cooking area between door and stove.	15.7	
Fire bucket with lanyard.	15.5	
Emergency Response Plan.	19.7	

Navigational Equipment		
Navigation lights iaw International Collision Regs.	17.1	
Efficient sound signalling equipment.	17.4	
Waterproof signalling torch.	19.6	
Boat hook	19.6	
Category C/D		
Magnetic compass, suitably adjusted and with a deviation card where appropriate or Fluxgate compass + back upsupply, with deviation card if not internal calibration.	19.1 19.2	
Current chart/publications/tide tables for area of operation.	19.3	
Radar reflector/transponder.	19.4	
Sailing vessels to have means of clearing rigging if dis-masted.	19.5	
Communication Equipment		
VHF fixed or mobile (recommended VHF DSC) + licence.	16.1	
Portables to be waterproof or in waterproof pouch.	16.3	
No VHF required for rowing ferry boats.		
Emergency communications card - easily accessible	16.4	
Accommodation		
Sufficient handholds/grab rails fitted within accommodation for safe movement around vessel.	21.1	
Furniture/heavy equipment securely fastened.	21.2	
Stowage Lockers to have secure fastening.	21.3	
Means of escape clearly marked and free from obstruction.	21.4	
Enclosed spaces adequately ventilated.	21.5	
Protection of Personnel		
Areas frequented by passengers to be enclosed or guard-rails/wires to min. ht. 1000mm. Maybe reduced in Cat A/B if passengers seated. If impedes working of vessel then arrangements giving equivalent safety.	22.1 22.3	
Surface of working deck to be non slip. Inflatable boats, upper surface of tubes non-slip finish.	22.6	
First Aid Kit stowed in accessible place.	23	
Prevention of Pollution		

Sanitation system to be capable of being sealed or made inoperable.	25.2	
Oil tight tray fitted beneath engine/gearbox to prevent leakage. Sides of tray as high as practicable. Not required if oil tight structure. Fitted fore & aft of engine. No bilge pump to draw from oil tight area.	25.4	
Names		
Every owner of the named Pleasure Boat shall, before permitting it to be used for carrying passengers for hire, paint or cause to be painted , in letters and figures not less than 25mm in height and 20mm in breadth on a conspicuous part of the named Pleasure Boat, his own name and also the number of persons which it is licensed to carry in the form of: “Licensed to carry passengers”.		
The owner of the named Pleasure Boat shall upon receipt of the Licence, paint, or cause to be painted, the name of the Pleasure Boat on the hull and in its interior, in letters not less than 10cm in height and 2 cm in breadth.		

Additional Comment