

Health, Safety & Environmental Management System

PR07.02 – Dockyard HSE & Operational Rules

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1. **Responsibilities of the Client (Boat Owner / Authorized Representative)**

- 1.1. It is the Client's and/or his/her authorized representative's responsibility:
 - a. To move the Yacht into the pier for lifting out or remove the Yacht from the pier after launching.
 - b. To ensure the safe and secure stay of the Yacht in the pier till the hoisting and after its launching.
 - c. To detach or/and remove all the Vessel's equipment (i.e. forestay, backstay, davits etc.) which could make difficult or/and put in danger the safe hoisting – moving –propping of the Vessel, upon agreement and coordination with the Marina staff.
 - d. To indicate the exact lifting points and propping plan of the Yacht, providing the Marina staff with information in writing as well, concerning any technical specifications which are important for the safe hoisting, moving and propping of the Yacht.
 - e. To secure / protect, prior to the hoisting, all prominent parts of the Yacht (keel, flaps, instruments, exhausts etc.), on his/her own means and responsibility, in order to ensure safe hoisting, moving and propping of the Yacht.
 - f. To remove or secure all sails.
 - g. To hand the Yacht to the dry dock without any accessory, appurtenance or goods for personal use, such as, by way of example but not limited to, ropes, wings, equipment (safety or otherwise), GPS devices, navigation instruments, auxiliary engines, tenders, jet skis, computers, radios, videos, televisions, clothing, valuables, chairs, bicycles, pantry items, etc., and in any case without any goods that are not permanently anchored and fixed to the basic structure of the same. Consequently, the Client acknowledges and accepts that the Marina does not accept custody of, or liability for any theft of or damage to any goods, as indicated above, left on board the Vessel upon delivery.
- 1.2. After the completion of the propping of the Yacht on the cradles, it is strictly forbidden for the Client to change the position of the cradles – props. If this is necessary, it can be done only by the authorized personnel of the Marina.
- 1.3. It is prohibited to start the Yacht's engine(s), as well as to open the sail(s) while the Yacht remains on land. Living onboard is not allowed. Shore power can be connected to the Yacht only when it is attended by the Client or the authorized representative. The Yacht's fuel tanks must be full and all portable fuel containers and gas bottles must be stored on the deck. The Client is responsible to take all required measures for the safety and security of the Yacht, its equipment, the neighboring yachts and for the protection of the environment. The Client understands that the dry dock is an area where works are taking place, involving increased risks and dangers, and uses the dry dock at his/her own risk. The entrance and stay of non-authorized personnel at any dry dock area is strictly forbidden.
- 1.4. The Client is responsible for keeping the area occupied by the Yacht for dry docking clean and tidy. Non compliance with the above, gives the right to the Marina to proceed with the cleaning of the particular area and all costs will be charged to the Client/Yacht. For collecting or/and emptying bilges, sludge and sewage tank, while the Yacht stands on the dry dock, please contact the Marina Office.

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- 1.5. When ordering vessel manipulation services: lifting, lowering, underwater hull cleaning, vessel transport by land and/or accommodation on land, the customer is obliged to submit:
 - a. credible technical documentation for safe performance of the ordered services, in particular data from which the position of the lifting straps is visible and data on the positions where the supports are located – DOCKING PLAN
 - b. information if adhesive foil is applied on the vessel and what material is made of.
 - c. information on equipment on the underwater hull and exact position of the equipment.
 - d. information on a possible deficiency or anomaly of the vessels which could lead to damage on the vessel and/or equipment. Otherwise, the Marina shall not be liable for possible damage to the vessel and/or its equipment which may occur during the vessels manipulation.
- 1.6. For performing the requested service on the vessel, the customer shall provide technical documentation from which it can be accurately observed the manner of solving the technical task.

2. Responsibilities of the Dockyard Services Providers

- 2.1. The execution of repair or maintenance works by unauthorized persons is strictly prohibited for safety reasons.
- 2.2. Repairs or maintenance works on yachts in the dry dock area should be carried out only by technicians/third parties approved by the Marina and only upon prior written permission by the Marina.
- 2.3. For any works/repairs carried out and particularly the ones that involve the sanding and painting of the hull and underwater parts, it is necessary to comply with all in force at the time rules and regulations of the applicable law and especially but not restrictively provisions for safety and environmental protection.
- 2.4. Cleaning the hull and underwater parts with high pressure water should be carried out only at the specially allocated, for this particular work, area of the dry dock.
- 2.5. Works can be carried out only during the time schedule defined by the Marina. Authorized personnel is allowed to remain and work at the Dry Dock only during the hours which been set by the Marina and the Marina reserves the right to amend the above time schedule with notification of the Client.

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3. General Health, Safety & Environmental (HSE) Dockyard Rules

- ✓ Works must be done in a safe manner, in compliance with all applicable laws and regulations, to provide for the safety of property and the safety of contractors' personnel, boatyard personnel and the general public.
- ✓ Respect safety signs on site with obligations and prohibitions.
- ✓ Internal movement of personnel must take place within the transit areas, avoiding approaching machines, equipment and moving parts.
- ✓ It is prohibited to:
 - pass under suspended loads,
 - stay in places other than those where the work is to be performed,
 - touch equipment and machinery in use, e.g. travel lifts, boat movers, cranes, etc.
 - run and misbehave.
- ✓ Be aware of:
 - objects that may fall off from the boats within the shipyard,
 - moving vehicles,
 - lifting equipment in operation,
 - live electrical equipment,
 - slippery and/or dangerous floors.
- ✓ Vehicles should be parked clear of travel lift path or storage areas.
- ✓ Use of applicable Personal Protective Equipment (PPE) is obligatory.
- ✓ Electrical hand tools and electric cables must be in conformity with standards as well as health and safety rules.
- ✓ Please ensure that you do not give any harm to other boats, structures, equipment and people while carrying out maintenance works.
- ✓ Open flames and welding works are prohibited at all times: please contact boatyard Chief for special works.
- ✓ Follow products' safety data sheet regulations for use & storage of chemicals, paints, etc.
- ✓ Do not leave batteries charging or the power supply connected overnight.
- ✓ No electric heaters are allowed for use on the boat.
- ✓ Climbing ladders and scaffolders must be properly secured before being used.
- ✓ Please do not move on the deck when the boat is on hard standing.
- ✓ With regard to noise outside of the scope of work not being completed, i.e. radio/stereo volume, please be respectful of neighboring boat owners tenants.
- ✓ Only boat yard staff may adjust boat stands / cradles or remove supports, planks and wooden parts. Do not under any circumstances make any adjustments or removals yourself. Management will provide these services upon request – please contact the person in charge.
- ✓ Please ensure that area exposed to wind on deck is kept in minimum. Please place jibs on the deck to prevent vibration, remove sails or similar equipment. Please do not set sails until your boat is launched.
- ✓ Before launching the boat, please store fenders and ropes appropriately and remove locked ladders or landings. Please hand over all materials and equipment provided by the Dockyard Management including but not limited to the extension electrical cables, ladders, steps and scaffoldings.

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- ✓ Please always inform the Dockyard Management on time of the launch date and time of your boat.
- ✓ Please do not power the machine up or maneuver before the travel-lift leaves. Before powering the machine and/or the power plant up, please ask for permission from the Dockyard Management.
- ✓ Staying on board during lifting & launching is STRICTLY PROHIBITED.
- ✓ Please pay attention to environmental practices applied in this marina & boatyard. Keep the area around your boat or storage container clean, tidy and free of waste. At the end of each workday or session, always clean up your area. Any equipment, tool, etc. left around may be collected by the boat yard staff without notice.
- ✓ Do not spread paint, etc. on planks or ground. Use protective covers for the floor area.
- ✓ Please discharge batteries, waste lub. oil, any hazardous waste and garbage to the appropriate reception facilities. Dispose of all waste in a safe and appropriate way.
- ✓ **All accidents must be reported to the boatyard or marina office.**
- ✓ **Everyone must immediately report any deficiencies in safety devices or the existence of dangerous conditions (taking direct action, in the event of an emergency and within the scope of one's powers and possibilities, to eliminate such deficiencies or dangers).**
- ✓ **Everyone must make themselves aware of their own fire escape routes. Passages and fire exits / routes must be kept clear. Fire extinguishers must not be obstructed or removed from their storage positions, except for when being used to fight a fire.**

Marina reserves the right at its sole discretion to stop unsafe work practice and if deemed necessary to order the offending worker(s) to leave the site at boat owner's or technical company's sole risk and expense.

REMEMBER, THESE RULES & REGULATIONS ARE FOR EVERYONES BENEFIT. PLEASE HELP KEEP THIS BOAT YARD A CLEAN & SAFE WORKPLACE.