



Standard Operating Procedure

Winch on Broadmeadows Slipway

Ownership & Applicability

Person responsible for updating this procedure:	Lead Bosun
Responsible for Activity:	OOD, SI, Centre Principal
Applicable to:	OOD, SI & designates CD Centre Principal & désignâtes

Approval

Drafted / Revised	Approved	Revision	Effective from
Brian Stewart	Colm Wynne	Rev1	May 2022

SOP Owner: _____ Date: _____

Flag Officer: _____ Date: _____

This procedure outlines the safe operation of the electric \ (12v) winch used to retrieve boats onto and up the main slipway at Broadmeadows.

1. Safety

- Only members who have attended a training course and signed the SOP are permitted to use the winch.
- Be aware while operating the winch that the slip is clear of all persons not involved in the winch operation.
- One member of the winch team is always standing by the winch box during the winching operation.
- Remote control operator must always stand on the trailer side of the winch rope.
- Beware of pinch points at the following winch, turning block, boat trailer.
- Beware of rope whip in the event of the rope breaking (every care has been taken to avoid rope whip by using dynemma rope)
- The race officer has overall responsibility for the winching operation

2. Equipment Safety Check

- Check the condition of the winch rope before operating. If the rope is damaged do not use.
- Check condition of the winch (Visual)
- If winch is slow (low Voltage) stop the operation as the Battery may require re charging

3. Method of Operation

- Open the door of the winch box. (Key on Race officer key lanyard)
- Turn the silver handle anti clockwise to allow the spool free wheel.
- Pull the required length of line to the end of the slip.
- Go back to the winch box and remove the turning block and install it in position (As demonstrated)
- Go back to Winch box and turn the silver handle on the winch clockwise to engage the motor
- Take yellow remote control from box. (The on/off switch is on the back of the unit.)
- Press the "on" button. Green light appears for 3 seconds. Remote is now ready for operation of the winch.
- Attach the rope hook securely to the trailer (centre so trailer pulls straight)
- Start winching. do not "stop/start" the winch when pulling, always keep a steady pull.
- When winching is complete, and the trailer is on level ground remove the tow rope from the trailer
- Remove the turning block from the fixed eye bolt
- Re wind rope on the winch drum taking care to distribute the rope across the drum
- Switch off the remote-control unit and replace the unit in winch box top shelf.
- Close the door on the winch box.

4. Risk Assessment

TOW ROPE	DAMAGE TO ROPE	ALWAYS CHECK BEFORE USE
WINCH MOTOR	DAMAGE TO HANDS	ALWAYS KEEP HANDS AWAY FROM WINCH
REMOTE CONTROL	BATTERY DRAIN	ALWAYS SWITCH OFF AFTER USE
BYSTANDERS	TRIPS	KEEP BYSTANDERS BEHIND THE LINE OF THE WINCH BOX AND BEHIND THE BOAT BEING TOWED
BY STANDERS	ROPE WHIP	IN THE EVENT OF THE ROPE BREAKING KEEP ALL BYSTANDERS BEHIND THE TOW POINT / WINCH POINT
BATTERY	MOTOR SPEED	IF MOTOR SPEED IS LOW CHECK BATTERY CONDITION REPLACE BATTERY IF REQUIRED

Report any damage or problems with equipment to the Lead Bosun by email (Bosun@myc.ie)



APPENDIX 1

List of Authorized Operators

- Winch Operators to sign off that they have familiarized themselves with the SOP, have been given a familiarization briefing on use of winch, and have demonstrated competence in use of winch.
- The Lead Bosun or Centre Principal to initial confirmation

Club Member	Signature	Date	Confirmation