

## **Introduction to the “Yacht Safe” Software.**

Yacht Safe has been developed to manage the process's of Australian Sailing's, Special Regulations Parts (1) one and (2) two “Safety Equipment” which form part of the Racing Rules of Sailing the “RRS”.

The Special Regulations are there to ensure a boat has the minimum recommended safety equipment and that it is in serviceable condition, adherence to these regulations is a condition of all yachts entering into a race or regatta.

So why Yacht Safe? It's simple really, Yacht Safe is a managed process, we have built it so that owners must FULLY complete the forms and lodge them electronically with the event organiser. No more random ticking of boxes or leaving blank etc, the amount of incomplete declarations has been alarmingly high.

Once completed the owner can then lodge the declaration, Yacht Safe will then automatically nominate the boat for an audit, clubs can choose to manually do this as well.

Once nominated for an audit owners can then book an appointment online with an auditor and have their boat audited, the process is designed to be easy with the owner remaining the one who is responsible for the completion of the audit.

## How to get started

Owner:

In the first instance you will receive an email from the Yacht Safe system on behalf of your club, this email will have a link to the activation page of the system, you will also receive a user name and password, you can change the password latter if you like.

It looks like this one below:

***important notice:***

15-09-2016

Dear Malcolm Eaton

Through it's partner Yacht Safe, the Royal Geelong Yacht Club have implemented the latest cloud based systems to simplify and better manage the National Equipment Audit Scheme (NEAS).

All safety declarations and audits can now be facilitated online.

As your boat Celestial-G3

Sail Number: G3 has been entered in the Royal Geelong Yacht Club racing schedule, you will need to submit a current safety declaration form.

To make this easy for you, we have created a user account and temporary password below.

Please take the time to activate your account and complete your registration by clicking the ACTIVATION LINK below.

To ensure your boat is ready for the racing season, we kindly ask you to complete your registration and declaration form by 12-07-2017

***Please ensure you check your clubs NOR or SI's to be clear of what Safety Category the racing will be, this is very important as the application uses this information to allocate the correct forms and Auditors.***

You can login to your Yacht Safe account at any time via [The Yacht Safe App](#) and clicking the LOGIN tab.

*Once logged in please complete the Boat Details form and ensure the details of your boat are correct, this information is very important as it forms the base details of your online safety declaration, You need to complete ALL FIELDS including the Boats State or AMSA Registration Number. When you log into the app again your online form will be available to you. (Should you not have access, check and confirm you have filled ALL FIELDS in the boat details section.*

*If you are not familiar with online forms or prefer to undertake your initial check using the paper forms you can download them [HERE](#).*

You will however still need to complete the ONLINE safety declaration before your boat will be accepted.

If you have any concerns, please feel free to contact the sailing administrator at your yacht club.

Activation Link: [http://rulebook.yachtsafe.com.au/app/index.php?option=com\\_ysafe&task=notifications.activate&token=WW05aGRHOTNibVZ5WHpFNU9RPT0=](http://rulebook.yachtsafe.com.au/app/index.php?option=com_ysafe&task=notifications.activate&token=WW05aGRHOTNibVZ5WHpFNU9RPT0=)

Username : maleat

Password : #BOAT\_PASSWORD#

Just click the Activation link or copy and paste it into your web browser, the software is compatible with **Google Chrome, Windows 10 Explorer and Firefox** you will need to have the **most up to date version** as Yacht Safe uses many features not available in older versions.

**If you already have a Yacht Safe account and have fully completed your boat details you can use this link <https://app.yachtsafe.com.au> to login, you can jump right to the Audit Forms and start filling in your Declaration.**

The link will take you to the log in area of the Yacht Safe System.

Enter your user name and password provided in the email and click the log in button:



**Message** ✕  
Please login first

Username \*

Password \*

Remember me

**Log in**

[Forgot your password?](#)

[Forgot your username?](#)

That's it you're logged into Yacht Safe, you should now see your user dashboard. If you have forgotten your password or user name just use the recovery tools under the login button.

Now just click the Audit Forms Icon and go edit your boat details. Note if have already done this when you click audit forms you can then fill and complete your safety declaration.

The screenshot shows a web browser window with the URL <https://app.yachtsafe.com.au/index.php/dashboard?view=dashboard>. The page header includes the YACHT SAFE logo, a welcome message "Welcome Malcolm Eaton", and a "Log out" button. A navigation bar contains links for "Dashboard", "My Profile", "Audit Forms", "Past Audits", and "Support". Below this, a status bar indicates "Your are logged in as Boat Owner" with a "Login as Auditor" button. The main content area features three large icons: "MY PROFILE", "AUDIT FORMS", and "PAST AUDITS". At the bottom, there is a horizontal carousel of partner logos: "ROYAL GEELONG YACHT CLUB", "enterprise MONKEY", "BRACESNFACES ORTHODONTICS", "JUSTWHEELIEBINS", and "Australian Sailing".

This is your boat and owners detail page, now just complete your boat details: NOTE: ALL FIELDS must be filled in, the system uses these details to populate some areas of the Declaration/Audit form

Don't forget to SAVE IT: If you missed a box the system will show an error, which you will need to fix.

Where you see an Icon " i " just run your mouse over it or touch it and an information box pops up, these can be very helpful.

**Mandatory Information**

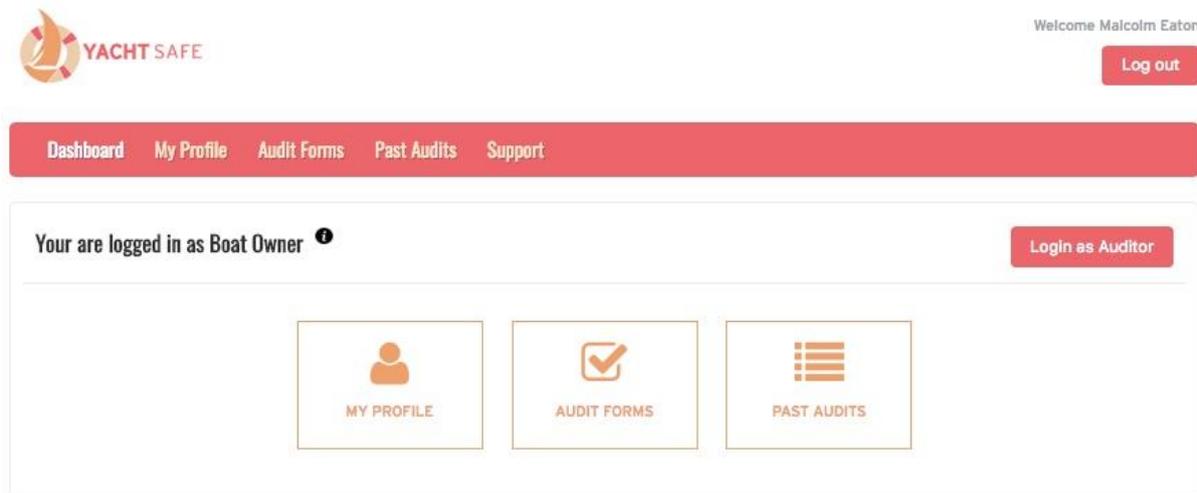
E-Mail *	<input type="text" value="aam@em.com"/>
Owner Name *	<input type="text" value="aamir"/>
Username *	<input type="text" value="aam@em.com"/>
Phone *	<input type="text" value="440044"/>
Boat Name *	<input type="text" value="323232"/>
Sail Number *	<input type="text" value="4343433"/>
YA Number *	<input type="text" value="434334"/>

**Boat Details: Please complete all fields below to activate your audit/declaration form**

Top Yacht Boat ID <sup>i</sup> <a href="#">Click here</a>	<input type="text"/>
LH <sup>i</sup>	<input type="text"/>
Displacement (Tonnes)	<input type="text"/>
Hull Material	<input type="text"/>
Hull Colour	<input type="text"/>
Deck Material	<input type="text"/>
Deck Colour	<input type="text"/>
Maximum Crew	<input type="text"/>
Boat Registration No <sup>i</sup>	<input type="text"/>
RMS (Maritime) Sticker Issued <sup>i</sup>	<input checked="" type="radio"/> No <input type="radio"/> Yes <input type="radio"/> N/A
Boat Category <sup>i</sup>	<input type="button" value="▼"/>
Distinguishing Marks <sup>i</sup>	<input type="text"/>

**DON'T FORGET TO SELECT A SAFETY CATEGORY FROM THE DROP-DOWN BOX AND SAVE THE SAVE WHAT YOU HAVE ENTERED**

Right so now you have setup “Your “ Yacht Safe its time to complete you’re Safety Declaration,



Click the Audit Forms Icon, here you will find a fresh form.

See all those RED Boxes you need to turn them GREEN

You now need to work through the form checking each box either a N/A or YES these boxes will then turn GREEN when you have checked them, ALL BOXES under “P” must be GREEN before you can submit your declaration, the A boxes are for the Auditor, you are locked out of these.

There are other areas of the form that to cannot access as well, also where you see a BLACK box under the “ A ” still check YES or N/A this is an acknowledgement that you understand the rule.

Continue to work your way through them, you can use the save button at the top if you need to stop for some reason and go back to it later.

CATEGORY 5	MONOHULLS & MULTIHULLS	Races with limited rescue availability in protected waters in daylight and sheltered waters at night					
DATE OF AUDIT	SAIL NO.	BOAT NAME					
00-00-0000 00:00 AM	G855950	Corazon					
							Print
EARLIEST EXPIRY DATES - indicate 'hire' or not applicable 'n/a' if relevant							
ITEM	EARLIEST EXPIRY	UPDATED EARLIEST EXPIRY	AUDITOR	ITEM	EARLIEST EXPIRY	UPDATED EARLIEST EXPIRY	AUDITOR
Fire ext (12 mth.)	06-10-2018			Flares orange hand	06-10-2018		
Flares red hand	06-10-2018			Lifejackets	06-10-2018		
NOTE: Some clubs will not accept self-servicing of fire extinguishers and lifejackets. Check with the club for specific requirements							

THIS SECTION TO BE COMPLETED AND TICKED OR INITIALLED BY PERSON IN CHARGE(P) AND AUDITOR(A). IF ITEM NOT APPLICABLE, MARK 'N/A' OR DASH '--'			
REG	STRUCTURAL/FIXED DECK ITEMS	P	A
2.03.1	Equipment functions & adequate for intended use	N/A  Yes	
2.03.2	Ballast & heavy equipment secured	N/A  Yes	
3.06.1	(b) Enclosed cabin, ≥5.5m LH, and carrying fuel below decks, 2 exits	N/A  Yes	
3.07.1	(a) No hatches forward of maximum beam open inwards except if size < 0.071 m <sup>2</sup>	N/A  Yes	
	(b) Non-conforming hatches labelled 'Not to be opened at sea'	N/A  Yes	
3.07.2	(a) (i) Hatches above water when heeled 90°	N/A  Yes	
	(a) (iii) Non-conforming hatches; size<0.071m <sup>2</sup>	N/A  Yes	
	(a) (iii) Non-conforming hatches kept shut while racing	N/A  Yes	
	(b) Hatches capable of being immediately shut; permanently attached lid	N/A  Yes	
3.07.3	Blocking device for low sill companionway	N/A  Yes	
3.07.4	(a) Companionway hatch securing arrangement	N/A  Yes	
	(i) Operable from above and below	N/A  Yes	
	(b) Blocking devices to be	N/A  Yes	
	(i) Capable of being retained with hatch open or shut	N/A  Yes	
	(ii) Secured to boat (e.g. by lanyard)	N/A  Yes	
	(iii) Permit exit in event of inversion	N/A  Yes	
3.08.1	Cockpit strong, self-draining, & watertight (3.08.2)	N/A  Yes	

Once you have made all the boxes **GREEN** it should look like this.

CATEGORY 7		MONOHULLS & MULTIHULLS		Short races in sheltered waters in daylight hours only with effective rescue availability				
DATE OF AUDIT		SAIL NO.		BOAT NAME				
00-00-0000 00:00 AM		1334		Be Cool				
<a href="#">Print</a>								
EARLIEST EXPIRY DATES - indicate 'hire' or not applicable 'n/a' if relevant								
ITEM	EARLIEST EXPIRY	UPDATED EARLIEST EXPIRY	AUDITOR	ITEM	EARLIEST EXPIRY	UPDATED EARLIEST EXPIRY	AUDITOR	
Fire ext (12 mth.)	30-03-2018			Lifejackets	28-02-2018			
<i>NOTE: Some clubs will not accept self-servicing of fire extinguishers and lifejackets. Check with the club for specific requirements</i>								
THIS SECTION TO BE COMPLETED AND TICKED OR INITIALED BY PERSON IN CHARGE(P) AND AUDITOR(A). IF ITEM NOT APPLICABLE, MARK 'N/A' OR DASH '-'								
REG	STRUCTURAL/FIXED DECK ITEMS						P	A
2.03.1	Equipment functions & adequate for intended use						N/A	
2.03.2	Ballast & heavy equipment secured						N/A	
3.06.1	(b) Enclosed cabin, ≥5.5m LH, and carrying fuel below decks, 2 exits						N/A	
3.08.8	Multihull Minimum drain sizes 20cm <sup>2</sup> per m <sup>3</sup> cockpit						N/A	
3.12.6 If fitted	(a) Lifelines uncoated stainless steel wire						N/A	
	(d) Gap secured by lanyard ≤ 100 mm ; Lanyard replaced annually						N/A	
	(e) Total lifeline system ≥ strength of required wire						N/A	
3.20.6 If fitted	Bilge pump not to discharge into closed cockpit						N/A	
	Bilge pump not connected to cockpit drains						N/A	
3.20.7 If fitted	a) Bilge pump minimum suction bore 25 mm						N/A	
	b) Bilge pump & strum boxes accessible						N/A	
3.28.1	Hull Identification, min 50mm; name & state rego; OR name, sail number & club						N/A	
4.01.1	Sail numbers as per RRS 77 and Appendix G						N/A	
REG	STRUCTURAL/FIXED ITEMS BELOW						P	A
3.17 If fitted	Cooking stove/heating appliance securely fastened, safe, accessible shutoff						N/A	
	Gas or methylated spirits only fuels for cooking						N/A	
	'REMEMBER Turn Off Gas At Bottle' sign						N/A	
	Gas detection for permanent pilot light						N/A	
	Disposable gas canisters ≤ 225 grams						N/A	
	Gas bottle, spare canisters in separate compartment ventilated overboard						N/A	

Once you have all the boxes **GREEN** then click the submit button.

Go ahead and **SAVE it FIRST then SUBMIT it**. See the save and submit buttons to the top right of the form.


Welcome Malcolm Eaton
[Log out](#)

Dashboard
My Profile
Audit Forms
Past Audits
Support

**AUSTRALIAN SAILING (AS)**  
2017-2021 SPECIAL REGULATIONS EQUIPMENT AUDIT FORM



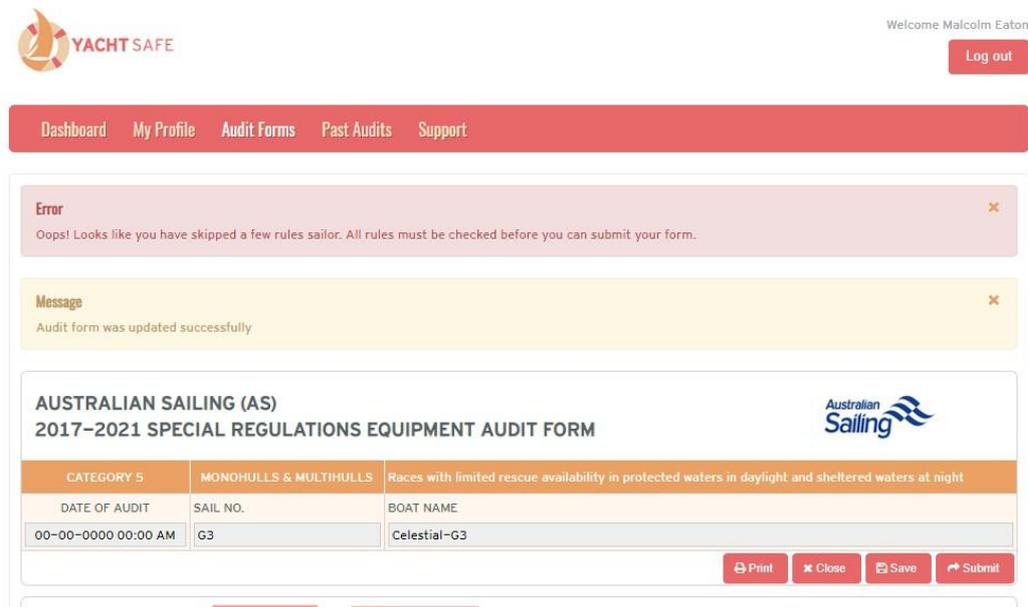
CATEGORY 5		MONOHULLS & MULTIHULLS		Races with limited rescue availability in protected waters in daylight and sheltered waters at night	
DATE OF AUDIT		SAIL NO.		BOAT NAME	
00-00-0000 00:00 AM		G3		Celestial-G3	
<a href="#">Print</a> <a href="#">Close</a> <a href="#">Save</a> <a href="#">Submit</a>					

Audit Form valid until 30/06/2021 or (annual audit period July 1 to June 30). Expiry dates to be updated as required at bottom of current page to maintain compliance. Subject to spot checks Special Regulation (SR) 2.02.2

NIGHT RACING COMPLIANT
(REFER 3.15.2, 3.23.1-3.23.4, 4.14.1, 4.14.2, 5.01.1(K), 5.03)
YES  NO

If you get an error message saying that you missed some boxes, just go back through the form, it's usually right about that sort of thing, double check the Life Jacket and Anchor sections, there are some fields in the body of the form that can be missed.

See the error bar at the top in the image below.



Once you have successfully submitted your Safety Declaration you will receive an email and be asked to take an audit appointment. The email looks like this.

### Important notice:

Dear Malcolm Eaton

Thank you for lodging your Safety Declaration.

Your boat Celestial Test with the sail number YA 4434334 has been selected for a club audit for your nominated category Category 5

Please log into the Yacht Safe app and select an audit appointment from the times available.

[Click here to log back in.](#)

Should you have any difficulties please contact your club's sailing administrator.

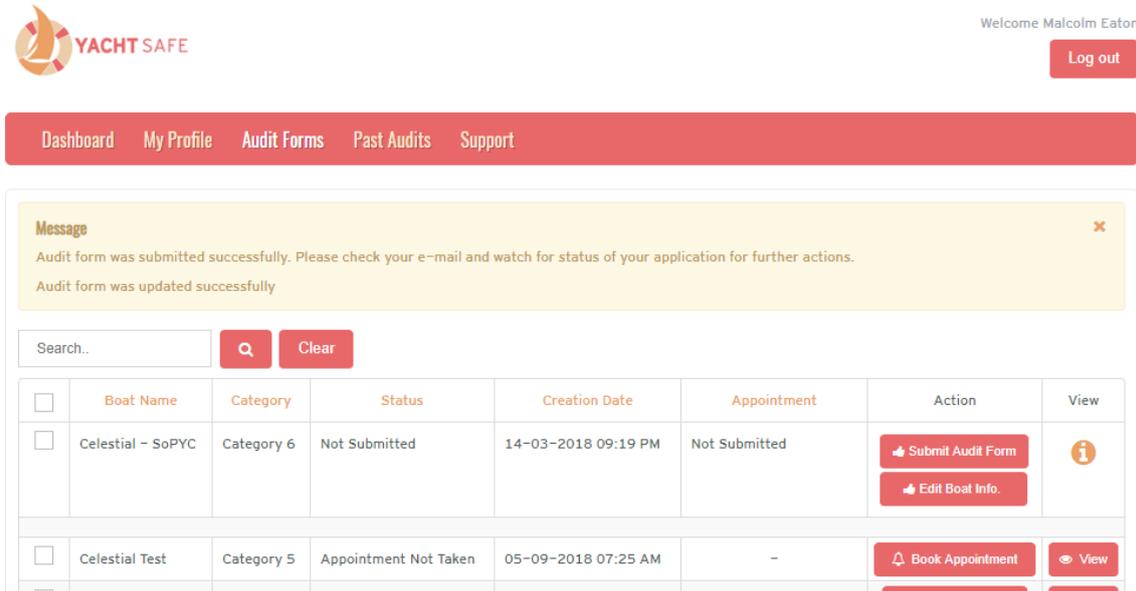
Kinds Regards

The Yacht Safe Team

Click the link and or just go back to the Yacht Safe site.

See below, the last boat? just click the Book Appointment button.

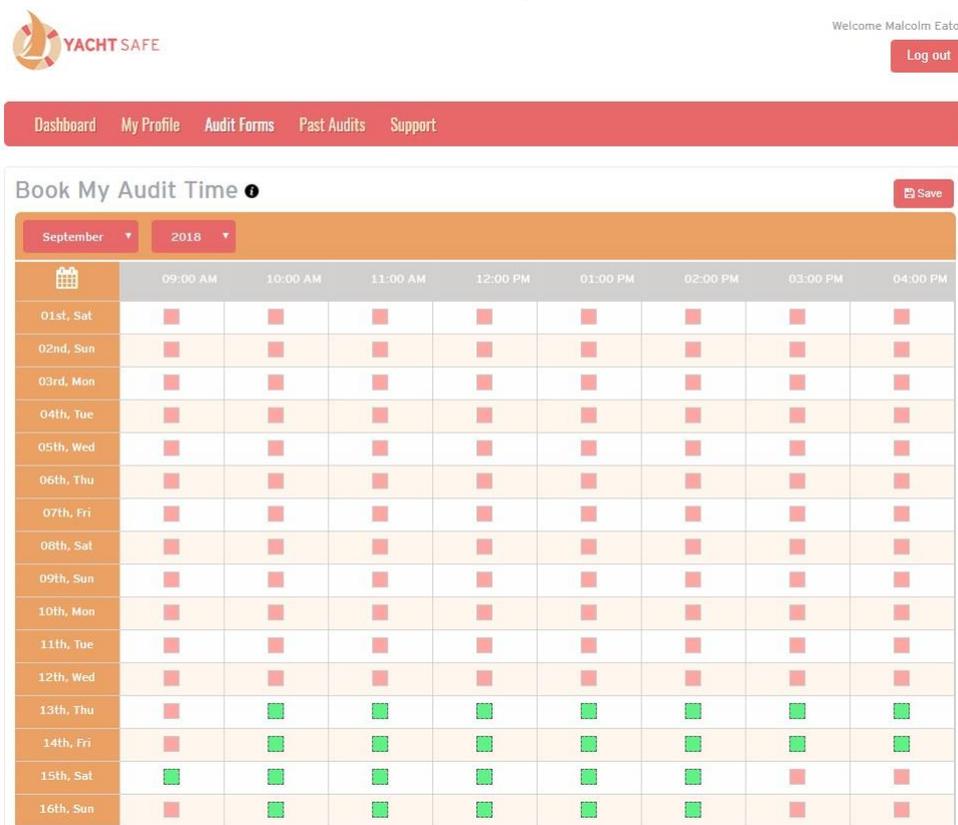
It will take you to the booking area.



The screenshot shows the Yacht Safe dashboard. At the top left is the Yacht Safe logo. At the top right, it says "Welcome Malcolm Eaton" and has a "Log out" button. Below this is a navigation bar with "Dashboard", "My Profile", "Audit Forms", "Past Audits", and "Support". A yellow message box contains the text: "Message Audit form was submitted successfully. Please check your e-mail and watch for status of your application for further actions. Audit form was updated successfully". Below the message is a search bar with "Search..", a magnifying glass icon, and a "Clear" button. The main content is a table with columns: "Boat Name", "Category", "Status", "Creation Date", "Appointment", "Action", and "View".

<input type="checkbox"/>	Boat Name	Category	Status	Creation Date	Appointment	Action	View
<input type="checkbox"/>	Celestial - SoPYC	Category 6	Not Submitted	14-03-2018 09:19 PM	Not Submitted	<a href="#">Submit Audit Form</a> <a href="#">Edit Boat Info.</a>	<a href="#">i</a>
<input type="checkbox"/>	Celestial Test	Category 5	Appointment Not Taken	05-09-2018 07:25 AM	-	<a href="#">Book Appointment</a>	<a href="#">View</a>

This is the booking page, see those GREEN Check Boxes? those are available appointments, click on one and save save save. Dont forget to check the month and year boxes are correct.



The screenshot shows the "Book My Audit Time" page. At the top left is the Yacht Safe logo. At the top right, it says "Welcome Malcolm Eaton" and has a "Log out" button. Below this is a navigation bar with "Dashboard", "My Profile", "Audit Forms", "Past Audits", and "Support". The main content is a calendar grid for "September 2018". The grid has columns for times from 09:00 AM to 04:00 PM and rows for days from 01st Sat to 16th Sun. A "Save" button is in the top right corner of the grid. Green checkmarks indicate available appointments.

	09:00 AM	10:00 AM	11:00 AM	12:00 PM	01:00 PM	02:00 PM	03:00 PM	04:00 PM
01st, Sat	<input type="checkbox"/>							
02nd, Sun	<input type="checkbox"/>							
03rd, Mon	<input type="checkbox"/>							
04th, Tue	<input type="checkbox"/>							
05th, Wed	<input type="checkbox"/>							
06th, Thu	<input type="checkbox"/>							
07th, Fri	<input type="checkbox"/>							
08th, Sat	<input type="checkbox"/>							
09th, Sun	<input type="checkbox"/>							
10th, Mon	<input type="checkbox"/>							
11th, Tue	<input type="checkbox"/>							
12th, Wed	<input type="checkbox"/>							
13th, Thu	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
14th, Fri	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
15th, Sat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
16th, Sun	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

See the last boat now says appointment taken, this means you have a confirmed audit appointment.

The screenshot shows the Yacht Safe web application interface. At the top left is the Yacht Safe logo. At the top right, it says "Welcome Malcolm Eaton" and has a "Log out" button. Below this is a navigation bar with links for "Dashboard", "My Profile", "Audit Forms", "Past Audits", and "Support". A yellow message box states "Your Appointment was booked successfully." Below the message is a search bar with a "Q" button and a "Clear" button. The main content is a table with columns: "Boat Name", "Category", "Status", "Creation Date", "Appointment", "Action", and "View".

<input type="checkbox"/>	Boat Name	Category	Status	Creation Date	Appointment	Action	View
<input type="checkbox"/>	Celestial - SoPYC	Category 6	Not Submitted	14-03-2018 09:19 PM	Not Submitted	<a href="#">Submit Audit Form</a> <a href="#">Edit Boat Info.</a>	<a href="#">i</a>
<input type="checkbox"/>	Celestial Test	Category 5	Appointment Taken	05-09-2018 07:25 AM	13-09-2018 03:00 PM	<a href="#">Appointment Taken</a>	<a href="#">View</a>

You will now get an email with the appointment details and your auditor contact details. It looks like this.

To: [malcolm@yachtsafe.com.au](mailto:malcolm@yachtsafe.com.au)

Subject: Upcoming Audit Owner

**Dear Malcolm Eaton**

Congratulations you have successfully booked an Audit Appointment.

Your audit date is 13-09-2018 03:00 PM

Your Auditor is John Garner and can be contacted on 0418520662

Please ensure you and your boat are fully ready for the appointment, please go to the Yacht Safe Web Site and check the resources page for tips and information on how to pass your Audit **FIRST TIME**.

A first time pass makes for a speedy less complicated process.

Should you not be able to keep your appointment for some reason, please notify your yacht club administrator, and the nominated auditor.

Kind Regards

The Yacht Safe Team

Well that's it your all done , you now have to turn up to your appointment.

Please do the right thing by your volunteer auditor team, be early and be ready, have all your gear out and ready for inspection, get some crew along to help, experience has shown many crew are not in tune with a boats safety equipment so it's a great opportunity for them to be involved and it take the pressure off you as well.

We understand that it can be a little challenging for the first time user and beginners, we are working very closely with your Sailing Admin team to assist them to assist you.

We all know SAFETY COMPLIANCE is a very important part of any sport and sailing is NO EXCEPTION, our sport has inherent dangers, be the smart Skipper/Owner get your crew involved with the safety equipment on your boat. it could save a life!

Yacht Safe is a cloud based application accessible from any mobile device, it gives you, your sailing admin and race officials live instant access to all of your clubs Racing Yacht Safety Compliance records.

It's good for sailing and it's really good for you.

Kind Regards

Malcolm Eaton NEA – SJ

Yacht Safe Simple | Secure | Compliant