

Winch Operating Procedure



Version – 1 18th September 2011

Introduction

The winch is essential to our club
It has the potential to be very dangerous

Only those who have been trained according to this procedure may use the winch

A list of those who have completed this training is available in the clubhouse

This procedure must be adhered to
Safe use of the winch is a must

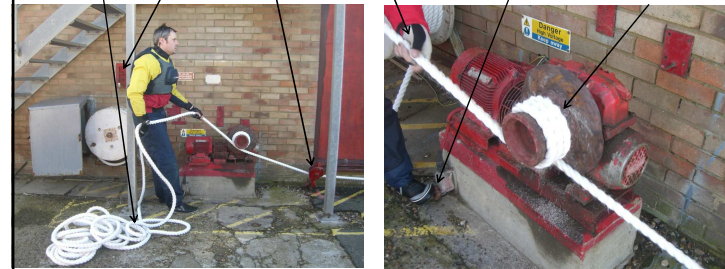
Responsibilities of Winchman

The Winchman must ensure adherence to this procedure

- If in doubt stop and await assistance
- Ensure you know who is responsible for providing signals from the trailer (beach crew)
- If the trailer is not visible ask for someone to relay signals
- Place safety boats on rollers if winch is under too much load
- Report any faults to the officer of the day.

Set the winch up

- Rope placed clear of feet
- Isolator switch
- Rope must go through the snatch block
- Hands clear of capstan
- On/Off foot switch clear of obstructions
- Rope - two clockwise turns round the capstan

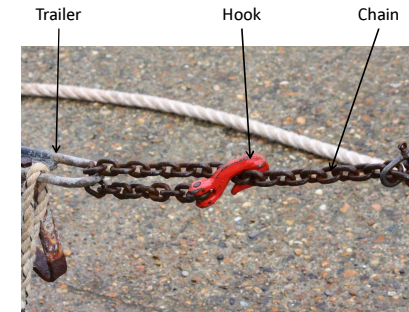


2 turns (clockwise) on the capstan



Attaching chain to trailer

Never place hook directly on to trailer



Stage 1 – Setting up

Do not put any more than 3 turns on the winch drum or you will stand the chance of over running the turns on the winch.

- Using key from key safe – remove covers from winch and rope, open isolator switch door
- Fit snatch block to eye in front of winch
- Unwind rope to beach
- Fit rope into snatch block
- Place rope around capstan - 2 turns clockwise

Stage 2 - Operating

Once rope is connected to boat trailer

ONLY PROCEED IF

- RAMP IS CLEAR OF OBSTRUCTIONS
 - YOU CAN SEE THE BEACH CREW SIGNALS CLEARLY
- Turn isolator switch to 'ON' position
 - Place foot on switch to start winch
 - Continue to watch for beach crew to signal
 - Ensure that the rope is always clear of your feet

Stage 3 – Completing



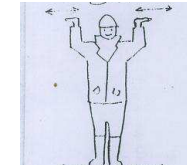
IF LEAVING THE WINCH AREA ENSURE THE ISOLATOR SWITCH IS SET TO 'OFF'

- Once the boat reaches the top of the ramp
- Remove foot from switch to stop winch (but keep the rope tight to prevent the boat rolling backwards)
- If not being used immediately turn isolator to switch 'OFF' position
- If finished with – switch off and pack away

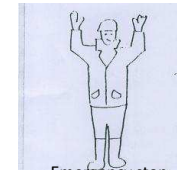
Preferred Hand Signals



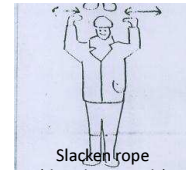
Start winching



Take up slack
(thumbs outward)



Emergency stop



Slacken rope
(thumbs inwards)

Winch Safely

