

Charter Equipment

IBCS Q1: Do all charter boats contain the general standard bareboat general equipment?

1. Navigation equipment
2. General - Clear and simple operating instructions shall be provided on board for navigation equipment including - global positioning system (GPS), if any.
A demonstration of all systems during the Check-In and before the boats leaves the marina is required.
3. Log book - A log book shall be provided by the charter provider for bareboats that operate on coastal and offshore maritime waters and lakes of similar character.
A log of all incident and accident must be kept by the skipper.
4. Nautical publications and tools - Charts, almanacs and sailing directions needed to plan the intended voyage and to plot and monitor positions throughout the voyage shall be provided. Charts shall be of such a scale and contain sufficient detail to show clearly all relevant navigational marks, known navigational hazards and, where appropriate, information concerning ship's routing and ship reporting schemes. Drawing tools, pencils, erasers and dividers, as required for the area of operation, shall be provided.
5. Compass - At least one steering compass and one hand bearing compass shall be provided for bareboats that operate on coastal and offshore maritime waters and lakes of similar character.
6. Distance log - A distance log shall be provided for bareboats that operate on coastal and offshore maritime waters and lakes of similar character.
7. Communication equipment - Communication equipment, as necessary to communicate with the Coastguard, port authorities, lock keepers, other vessels, etc., shall be provided.
VHF radio is standard
8. Anchor - The bareboat shall have an anchor adequate for its size together with a suitable combination of chain and/or rope. Both shall be appropriate for the intended area of operation.
9. Mooring equipment - The following shall be provided as necessary for the area of operation and type of boat: Mooring lines, fenders; mooring pins and mallet, boat hook(s).
10. Gangway/Passarella - A gangway/Passarella shall be provided as necessary for the area of operation and type of boat. Instructions shall be provided for its safe use.
11. Torch and searchlight - The following shall be provided: a waterproof torch with spare batteries and a bulb; if operation during the hours of darkness is permitted, a waterproof high-powered light, suitable for collision avoidance and searching for a person overboard at night.
12. First aid kit- A first aid kit shall be provided. Its contents shall be listed and its location shall be clearly marked.
13. Sound signalling device - A sound signalling device appropriate for the area of operation shall be provided
14. Emergency re-boarding - A means of re-boarding the craft from the water unaided shall be available.

Charter Equipment

IBCS Q2: Do all charter boats contain standard bareboat safety equipment?

1. *Man- overboard prevention - Jackstays and clipping points shall be provided on sailing bareboats that operate on coastal and offshore waters and lakes of similar character. Handholds and/or clipping points, as appropriate, shall be provided on non-sailing bareboats that operate on coastal and offshore waters and lakes of similar character.*
2. *Deck knife - A strong sharp knife shall be provided and shall be readily available.*
3. *Carbon monoxide detector - Bareboats should be fitted with a carbon monoxide detector, e.g. conforming to ISO 12133.
Ventilation signs must be in place.*
4. *LPG detector - Bareboats shall be fitted with an LPG detector where there are LPG appliances on board.
LPG gas system pressure testing annually is required.*
5. *Lifesaving appliances - Specifies the minimum required lifesaving equipment for bareboats offered for charter dependant on area of operation. NOTE: Minimum requirements for lifesaving appliances.
Local conditions apply and size and type of boat.*

Charter Equipment

IBCS Q3: Do all charter boats contain standard bareboat additional equipment?

1. *Hose pipe - If appropriate to the type of bareboat and area of operation, a hose pipe with suitable shore fittings for refilling fresh water tanks shall be provided.
A hose-end pistol should also be attached to save water.*
2. *Portable containers - At least one empty portable container for fresh water shall be provided. It shall be marked for its intended use, e.g. "fresh water only".*
3. *Shore power cable - If appropriate to the type of bareboat and area of operation, a shore power cable with suitable shore connectors shall be provided.*

Charter Safety

IBCS Q4: Do all charter boats have a table of lifesaving signals and other safety equipment, including firefighting equipment?

1. *Table of lifesaving signals - A copy of the table of international lifesaving signals for communicating between ships, aircraft and persons in distress shall be provided for bareboats that operate on coastal and offshore maritime waters.
A book of good seamanship is required with safety information.*
2. *Firefighting equipment & Fire detection - Each habitable space, excluding shower and toilet compartments, shall be fitted with at least one fire detection device with an audible alarm. The*

device(s) shall be installed according to the device manufacturer's instructions.

3. Firefighting appliances - Firefighting equipment in accordance with ISO 9094 shall be provided and shall be readily accessible. All firefighting appliances shall be serviced at the manufacturer's recommended service intervals. In addition, two metal, plastic or canvas buckets with lanyards suitable for fighting fires shall be provided.
4. Rigging wire cutter - A device suitable for cutting rigging wire shall be provided for sailing bareboats operating on coastal and offshore maritime waters and lakes of similar character.

Charter Safety

IBCS Q5: Do all charter boats have an on-board boat manual?

1. A hardcopy of the bareboat manual shall be provided on board. An additional copy may also be provided by electronic means. The bareboat manual shall provide necessary information for the safe operation of the bareboat, equipment and systems, with due consideration for the environment. The information does not need to include servicing information other than routine checks intended to be carried out for operating the bareboat during the charter. NOTE: An owner's manual complying with ISO 10240 is deemed to be a bareboat manual.

A plan of the boat and its system is required.

2. The following information and data for the bareboat shall be provided: name of the model or type; maximum wind speed and significant wave height that the bareboat can operate in; maximum recommended load; main dimensions; drafts: maximum height (air draft), if relevant; maximum draft(s) in the fully loaded condition; tank capacities. -weight and type of anchor and length of anchor chain and/or rope.

Detailed information of the boat must be provided during the booking process with addition information on request.

3. Extra information: Nominal fixed fuel tank(s) capacity (in litres), with a statement mentioning that all of its capacity may not be usable according to trim and loading and that a 20 % reserve should be kept, type of fuel and position of filling point(s) and draining point (if fitted);- — fixed fresh water tank(s) capacity (in litres), with a statement mentioning that all of its capacity may not be usable according to trim and loading, and position of filling point(s) and draining point (if fitted);- — fixed oil tank(s) capacity (in litres), clean and used, and position of filling and emptying point(s).

Detailed information of the boat must be provided during the booking process with addition information on request.

4. The maximum recommended number of adult persons and/or combination of adults/children shall be clearly stated.

Detailed information of the boat must be provided during the booking process with addition information on request.

5. There shall be a layout plan indicating the following: electric outlets/switches/battery locations; equipment stowage; fresh water changeover taps, if relevant; fuel tank changeover taps, if relevant; fuel cut-off valve; tank filling fittings; pump out fittings; deck layout life raft stowage; seacocks.

A plan of the boat and its system is required.

6. Fuel consumption under normal conditions of speed and load shall be stated.

7. The following information shall be provided: the location of seacocks and through-hull fittings, by a plan, sketch or any convenient means; advice on keeping seacocks, cockpit drains, bungs and other opening/closing devices in the hull closed or open, as appropriate, to minimize the risk of flooding (if necessary, operating instructions for any such devices shall be provided).
A plan of the boat and its system is required and supported with instructions at the check In by the operator.
8. The location of each bilge pump, together with operating instructions, shall be provided, if relevant.
A plan of the boat and its system is required.
9. The following information should be included: bilge water should be kept to a minimum; in rough weather, hatches, lockers and doorways should be closed to minimize the risk of flooding; stability may be reduced when towing or lifting heavy weights using a davit or boom; breaking waves are a serious stability hazard.
A book of good seamanship is required with custom safety information and training in necessary.
10. Information shall be provided on the position of hatches, doors, and other opening (intended to be a means of escape from the interior in the case of fire or capsized) and their operation.
Information signage is required and explanations during the Check-In.

(continued...)

Charter Safety

IBCS Q6: Do all charter boat contain information about the risk of fire or explosion?

1. The bareboat manual shall specify the following: a requirement to run a petrol engine compartment fan for a prescribed time; if relevant; a requirement to ensure the flow of cooling water; a requirement to ensure that ventilation ducts are free; precautions when refuelling, e.g. non-smoking and treatment of fuel spillage in bareboat; advice not to store equipment containing petrol (e.g. outboard engines, tanks, petrol generators) in compartments not designed for this purpose.
Boat signage and on-board information is required.
2. The following information shall be specified if a LPG system is installed: operating instructions for appliances; a requirement that cylinders shall be stored only in specified lockers or housings; that nothing other than cylinders shall be stored in cylinder lockers or housings; the location of lockers or housings; the procedure for changing cylinders; precautions to avoid contact of materials with naked flames and other hot areas; advice to shut off the valve in the event of an LPG leak or fire from an LPG tank; advice to ensure proper ventilation in order to prevent asphyxiation.
Boat signage and on-board information is required.
3. The following information shall be provided: operating instructions; precautions when refuelling; instructions for safe storage of fuel containers; precautions to avoid contact of materials with naked flames and other hot areas; advice to ensure proper ventilation in order to prevent asphyxiation.
Boat signage and on-board information is required.
4. Information shall be provided on: fire or explosion hazards that may result from improper use of electric DC and AC systems; electric-shock hazards that may result from improper use of electric AC systems.
Boat signage and on-board information is required.
5. Notices and Instructions for safe operation of electrical devices shall be provided for the following, as applicable: operation and position of battery selector switches; description of switch panel(s); procedure for changing fuses and diagram indicating fuse position, type and capacity; requirement, if relevant, not to obstruct battery ventilation ducts; precautions when recharging and disconnecting/reconnecting battery;

warning not to work on an energized AC system; precautions when connecting/ disconnecting shore supply; if a shore supply is fitted, information about the risk of swimming close to a bareboat connected to shore power.

Boat signage and on-board information is required supported with communication with the boats service team.

General Handling

IBCS Q7: Do all Charter boats contain notices or signs about the handling characteristics?

1. *The following information shall be specified on safe handling of motor-powered bareboat: maximum manoeuvring speed; avoid sudden manoeuvres at speed; for comfort and safety, reduce speed in waves; do not sit in the bow cockpit when the boat is moving fast; always attach and wear the emergency engine stop device if provided.*
2. *Information on suitable sail plans for the apparent wind speed shall be provided.*
3. *Instructions shall be provided for safe operation when starting an engine to prevent the bareboat movement and/or propeller rotation.*
4. *The location and operation of emergency steering devices, shall be indicated, where applicable.*
Boat signage and on-board information is required with training during check in.

General Handling

IBCS Q8: Do all charter boats contain information on the proper operation on board?

1. *The following shall be provided: information (if relevant) on parts of the outside of the bareboat that are not considered as belonging to the working deck and that shall not be used when underway, with illustrations, if necessary; identification of the means of recovery of man overboard (e.g. location and deployment of ladder and how-to re-board without swamping or capsizing the boat).*
2. *Instructions for launching the life raft shall be provided, if relevant.*
3. *The following information shall be provided, if relevant: instructions to avoid moving parts of inboard engine, propeller shaft; instructions to avoid outboard engine propellers and not to use propeller guards as a boarding step; details concerning guards fitted and instructions for use.*
Boat signage and on-board information is required with training during check in.
4. *Information on the risks from fuel-burning open-flame appliances and petrol engines (e.g. carbon monoxide and other gases) shall be provided, where relevant. This shall include instructions to open designated vent openings and not to block fixed ventilation openings. The following warning shall be included: "Never obstruct ventilation openings and ensure that flued appliances are operating correctly".*
5. *Recommendations to secure loose equipment safely when underway shall be provided.*

General Handling

IBCS Q 9: Do all charter boats contain information on the proper operation to protect the environment and safety?

- The following information or instructions shall be provided, if relevant: advice to be aware of local environment laws, and to respect codes of good practice; instructions not to discharge toilets or holding tanks close to shore or in any prohibited zone, and to use harbour or marina pump-out facilities to empty the holding tank before leaving the harbour; advice to be aware of and to respect the International Convention for the Prevention of Pollution from Ships (MARPOL).*
Boat signage and on-board information is required with training during check in.
- If a toilet and holding tank is fitted, information shall be provided on the following: operation; Y-valve use, if fitted; capacity of the holding tank; chemicals acceptable for use: cleaning materials, deodorants, anti-freeze solutions; pump-out procedure, including use of the manual relief valve, if applicable; local regulations on discharge; location of discharge shutoff seacocks and methods of securing them sealed shut.*
- “Strong points” required for anchoring, mooring, towing and being towed shall be identified.*
- The bareboat manual shall provide information on sources for weather forecasts, covering the geographical limits of the charter.*
- Other information that is particular to the safe operation of the bareboat shall be included in the bareboat manual. Boat signage and on-board information is required with training during check in.*

International Standards

IBCS Q10: Have the charter operator, management, or base personnel already undertaken International Standard ISO-20410 training or an assessment?

- ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies).*
- International organisations, governmental and non-governmental are in liaison with ISO and IBCS offers the opportunity to meet these standards.*

Client Contract Detail:

IBCS Q11: Does the charter contract contain detailed information for the client / skipper on the boat's equipment, layout, number of WCs and cabins?

- The maximum number of persons permitted on board; the year of construction or age of craft; the manufacturer; the model; the layout; the number of cabins, heads and berths; the inventory of equipment supplied as standard; optional equipment requested by the charterer and its cost.*
A complete offer with all necessary information must be sent with the payment details.

Client Contract Detail:

IBCS Q12 Does the charter boat contract contain information on dates and times of the handover and return location, transport and parking options?

1. *The exact dates and times of handover and return/handback.*
2. *The charter provider shall give the charterer up-to-date information about transport and parking options for the handover/handback location.*
A complete offer with all necessary information must be sent with the payment details and support information to take over the boat.

International Standards:

IBCS Q13: Have the Charter Operator, Management, or Base personnel already complete any IBCS assessment training?

1. *IBCS is a service for the provision of essential safety equipment and the standards necessary for bareboat charter operation with an assessment and verification method for defining the quality of this equipment, agreements and arrangements, safety operations and instructions, liability and insurance, etc.*
It is necessary in this particular tourism field.

Client Contract Detail:

IBCS Q14: Does the charter contract contain information on the complete charter fee with the payment schedule, including taxes for the bareboat charter, the currency of payment, method of payment and bank details, if any?

1. *Charter fee: The charter provider shall clearly state the payment schedule, including taxes for the bareboat charter, the currency of payment, method of payment and bank details, if any.*

Client Contract Detail:

IBCS Q15: Does the charter contract request confirmation and evidence of the skipper's license before signing?

1. *The charter provider shall inform the charterer of evidence of the competence that is necessary for the charter. The charter provider shall confirm prior to signing the charter agreement that the charterer will be able to provide evidence of the required level of competence.*
2. *The charter provider shall confirm prior to signing the charter agreement that the charterer will be able to provide evidence of the required level of competence. If the charterer is not the skipper of the bareboat, the charter provider shall confirm that the nominated skipper has evidence of the required level of competence.*
NOTE: Evidence can cover the need to operate equipment such as maritime radio sets in addition to skippering the bareboat.
The skippers Licences must be sent to the charter operator with conformation of booking

Client Contract Detail:

IBCS Q16: Does the charter contract confirm the onboard consumables? Clearly stating what is included in and what is excluded from the charter fee, e.g. liquid petroleum gas (LPG), fuel, food and potable water.

1. *The charter contract must make it clear what is included in and what is excluded from the charter fee, e.g. liquid petroleum gas (LPG), fuel, food and potable water.*
All extras must be listed in the booking payment information

Client Contract Detail:

IBCS Q17: Does the charter contract confirm in writing what optional services are available or have been requested by the charterer and their respective fees, e.g. cleaning arrangements?

1. *The charter contract must confirm in writing what optional service(s) have been requested by the charterer and their respective fees, e.g. cleaning arrangements.*
All Obligatory extras must be listed in the booking payment information along with the Optional extras.

Client Contract Detail:

IBCS Q18: Does the charter contract provide written terms and conditions for the security deposit, if any, so that charges, deductions, penalties and the reasons for them are clearly explained?

1. *The charter contract must provide written terms and conditions for the security deposit, if any, so that charges, deductions, penalties and the reasons for them are clearly explained.*

Charter Operator Requirements:

IBCS Q19: Does the charter boat operator inform the charterer / skipper of any restrictions that are in force for the duration of the charter, e.g. geographical limits, night time use and sail restrictions?

1. *The charter provider must inform the charterer and, if different, the skipper of any restrictions that are in force for the duration of the charter, e.g. geographical limits, night time use and sail restrictions. The charter provider shall inform the charterer of requirements, if any, to report the location of the bareboat during the charter period.*
All necessary information must be handed over and explained during the check In.

Charter Operator Requirements:

IBCS Q20 Does the charter operator have a safe procedure for handling emergency situations and shall inform the charterer how the assistance will be provided during the charter in the event of a breakdown or an emergency?

1. *The charter must have a procedure for handling emergency situations and shall inform the charterer how assistance will be provided during the charter in the event of a breakdown or an emergency. The charter provider shall inform the charterer under what circumstances a replacement bareboat and/or compensation*

will/will not be offered.

All necessary information must be handed over and explained during the check In.

Charter Operator Requirements:

IBCS Q21: Does the charter operator ensure that the bareboat is comprehensively insured for use by the charterer and for third party damage in the on-board documents?

- The charter provider shall ensure that the bareboat is comprehensively insured for use by the charterer and for third party damage. Details of the sum insured, any excess payable by the charterer that is not covered by the security deposit and any limitations should be made available to the charterer. A copy of the insurance certificate shall be provided to the charterer if requested. The charter provider shall clearly inform the charterer before signing the charter agreement if any other insurance is required or recommended for the charter,
*e.g. excess and deposit waiver, medical or travel insurance.**

Charter Operator Requirements:

IBCS Q 22: Does the charter operator require and hold a crew list for the duration of the charter?

- The charter provider will require and hold a crew list for the duration of the charter. As a minimum, the following crew details shall be recorded: Name; address; contact details; passport (or recognized identification document number) and expiry date; next of kin details; date of birth; nationality.
*The crew list shall make clear who the skipper is (and, if applicable, the co-skipper).**

Client Contract Detail:

IBCS Q23: Does the charter agreement clearly indicate how data will be used?

- The charter agreement shall clearly indicate how data will be used.*
- Data shall be securely stored and later destroyed when it is no longer required.*

Charter Operator Requirements:

IBCS Q 24: Does the charter operator establish, implement and maintain a procedure: to identify the legal requirements applicable to the bareboat charter?

- The charter provider shall establish, implement and maintain a procedure: to identify the legal requirements applicable to the bareboat charter; to determine how these requirements apply to the bareboat charter.*
- The charter provider shall ensure that these applicable legal requirements are taken into account when offering the bareboat for charter.
*Local charter boat licensing and annual inspection must be kept up to date.**

Client Check-in/out and Charter hand-over/back:

IBCS Q25: Does the charter operator have Standard Operating Procedures (SOP document) in place for arriving clients?

1. The charter provider shall have a welcome procedure.

Client Check-in/out and Charter hand-over/back:

IBCS Q 26: Does the charter operator have a Quality Management System (QMS document) in place to guarantee that the charter boat and its systems, equipment and necessary documents etc, have been tested and checked before the hand over

1. The charter provider shall ensure that the bareboat has been cleaned and is serviceable, and that fuel, water and LPG (if any) levels are in compliance with the charter agreement. The crew list details shall be confirmed and shall be held by the charter provider for the duration of the charter.
2. The inventory shall be checked at handover and a signed copy shall be provided to the charterer.
3. The charter provider shall provide: bareboat documentation (e.g. registration document, crew lists, cruising permits) relevant for the charter; bareboat manual (equipment instructions)
4. The charter provider shall familiarize the charterer with the operation of the bareboat, its equipment and the bareboat manual. The drafts recorded in the bareboat manual shall be brought to the attention of the charterer. A procedure to record the condition of the boat, and any faults, scratches or problems to be noted and agreed with the charter provider before the charter commences, is required.

A detailed check in with a checklist and training by the charter operator is required

Client Check-in/out and Charter hand-over/back:

IBCS Q 27: Does the Charter operator confirm the client charterer knows and agrees with the condition of the charter at hand over?

1. The charter provider shall provide information on the following: when and where the charterer is expected to return and to leave the bareboat at the end of the charter; cleaning arrangements; final fuelling arrangements; penalties for not adhering to the charter provider's instructions or time limits; procedures in case of a problem or an emergency, and a contact number accessible 24 hours every day; any local specific rules, customs and procedures that shall be respected during the charter, and any threats and dangers.
2. The charter provider shall provide the charterer with its contact details (accessible 24 hours every day) for the duration of the charter. In addition, the charter provider shall provide contact details of other competent authorized individuals or organizations offering specific assistance within the permitted geographical limits of the bareboat charter, if any.
3. The charter provider shall draw specific attention of the charterer and the skipper to any applicable requirements for preventing pollution. This shall include information on sewage disposal, garbage disposal and oily waste.

A detailed check in with a checklist, boat documents and necessary information with training by the charter

operator is required.

Client Check-in/out and Charter hand-over/back:

IBCS Q28: Does the Charter operator complete a condition/inventory checklist with the charterer at hand over and hand back?

1. The inventory shall be checked at handback and a signed copy shall be provided to the charterer. The charter provider shall verify at the time of handback that the condition of the bareboat, and its cleanliness, fuel, water and LPG (if any) levels are in compliance with the charter agreement and shall inform the charterer at the time of handback whether or not any deposit held will be returned in full.

Best Practice and Standards:

IBCS Q 29: Has the Charter Operator and its charter bases had any independent quality assessment audits for bareboat charter operations?

1. All bareboat charter operators must have access to the International standards for a bareboat charter. It's only possible to meet the standard when they know what the standards are, so a Self-assessment of current operations should be made as soon as possible. The business owners should have a SOP manual for managers and personnel in place on site at all times.
2. The SOPs (Standard Operating Procedures) are detailed written instructions to achieve uniformity of the performance of a specific function. A well-written and implemented SOP can be used to satisfy compliance requirements, mitigate health and safety risk, or simply to work in a consistent and efficient manner throughout the operations. Business development reviews and charter base inspections by an independent partner offering support when challenges appear.
3. The importance of business development today is critical with the focus on getting connected, growing a network and expanding the business. It is the responsibility of a business owner to nurture and build relations with new potential partners and clients.

Best Practice and Standards:

IBCS Q30: Does the charter operator have a feedback system in place for managers, personnel and charterer clients and actively request direct feedback?

1. The charter provider shall have in place a feedback mechanism for Managers, personnel and customers to facilitate continual improvement of the services provided.