

**VERIFICATION CHECKLIST IN ACCORDANCE WITH THE STANDARD:
EN ISO 10240:2024 – OWNER'S MANUAL**

Job No

MODEL

R38 RIVA MARE

NOTE

1. This checklist may be preliminary filed in by the Manufacturer on voluntary basis.
2. RINA surveyor will verify the compliance of the relevant applicable standard.
3. For each requirement the box has to be marked with "Y" if the concerned requirement is satisfied; "N" if it is not satisfied and NA if it is not applicable. When "N" is marked, relevant remarks have to be reported on the last page.

3 TERMS AND DEFINITIONS

For the purposes of this document, the following terms and definitions apply.

ISO and IEC maintain terminology databases for use in standardization at the following addresses:

- ISO Online browsing platform: available at <https://www.iso.org/obp>
- IEC Electropedia: available at <https://electropedia.org/>

3.1 Craft / small craft

Recreational craft, and other watercraft using similar equipment, of up to 24 m length of hull (Lh) as defined in ISO 8666.

4 General requirements		Y	N	NA
4.1 2-3-11 11-12-B	Does the manual provide necessary information for safe use of the craft, its equipment and systems?	☒	☐	☐
	Does the manual draw particular attention to set up, maintenance, regular operation, prevention of risks and risks management with due consideration for the environment (the manual may contain a list of these checks)?	☒	☐	☐
4.2 INDEX PDF INDEX ✓ 4.1.1	Is the language used in the manual acceptable for the country of intended use of the craft (manual may be multilingual)?	☒	☐	☐
	If the manual is provided in an electronic mean only, have manufacturers a procedure in place that allows printing of the owner's manual by the owner?	☒	☐	☐
	If composed by more than four pages, is the manual provided with an index or a table of the contents?	☒	☐	☐
	If symbols are used, are they in compliance with ISO 8999 and ISO 11192?	☐	☐	☒
4.3 2.1	If practicable, are tests and pictures arranged so that they can be studied together?	☒	☐	☐
	Are SI units used in the manual (other units may be added between brackets) in accordance with ISO 80000-1?	☒	☐	☐

5 Content of the manual		Y	N	NA
5.2 1.2	Is an introductory paragraph which inform the Owner about the responsibility concerning the use of the craft present?	☒	☐	☐
1.4	Is the meaning of the safety labels, if used, explained according to the following definitions? <i>Danger – indicates an imminently hazardous situation that if not avoided, will result in death or serious injury. This signal word is to be limited to the most extreme situations.</i> <i>Warning – indicates a potentially hazardous situation that, if not avoided, can result in death or serious injury.</i> <i>Caution - indicates a potentially hazardous situation that, if not avoided, can result in minor or moderate injury.</i> <i>Notice – indicates information considered important, but not hazard related, e.g. relating to property damage.</i>	☒	☐	☐
1	Is there an introducing paragraph which gives information as above (see annex A) detailed and which is suitable for the type of craft?	☒	☐	☐
2.12	Is there a list of international standards requiring information and safety labels to be inserted in the owner's manual (see annex B)?	☒	☐	☐
5.3	Is the following information available?			
1.6.1	a) name of the manufacturer, company or person responsible for placing the craft on the market,	☒	☐	☐
1.6.1	b) name of the model or type,	☒	☐	☐
1.6- 1.6.1	c) craft design categories, as marked on the builder's plate, and statements explaining the design categories	☒	☐	☐
3.1	d) mass of the craft in the light condition (mLCC – unladen mass of the craft - kg), according to ISO 8666,	☒	☐	☐
1.7	e) maximum load for the builder's plate (mMBP), according to ISO 14946, plus the note to draw attention to the loading provisions (see 5.5),	☒	☐	☐
3.1	f) mass of the craft in fully loaded condition (mLDC - kg),	☒	☐	☐
3.1	g) main dimensions of the craft (Lh, Bh, Lmax, Bmax) and the definition of the dimensions given, according to ISO 8666,	☒	☐	☐
	h) drafts:	☒	☐	☐
3.1	- max height (air draft), in the light craft condition,			
	- max draft(s) in fully loaded condition,			
3.1	i) type of main propulsion (power, sail, other...),	☒	☐	☐
1	j) basic information on sail and rigging (only for sailboats),	☐	☐	☒
3.1	k) tank capacities (liters),	☒	☐	☐
1.6	l) Statement saying: "Builder's plate – part of the information is given on the builder's plate affixed on the craft. A full explanation of this information is also given in the relevant sections of this manual".	☒	☐	☐
5.4 1.7	Is the indication of the maximum number of adult persons and/or combination of adults/children, according to ISO 14946 and ISO 12217 present in the manual?	☒	☐	☐
1	If to the boat is assigned more than one design category, are the above-mentioned data specified for each assigned design category?	☐	☐	☒

1.7	Is the following warning note present in the manual? "WARNING – Do not exceed the maximum recommended number of persons. Regardless of the number of persons on board, the total mass of persons and equipment must never exceed the maximum recommended load. Always use the seats/occupancy areas provided".	☒	☐	☐
5.5 1.7	Is the composition of the maximum load for the builder's plate, mMBP, (mass of all recommended persons onboard, all provisions and personal effects, any equipment not included in the light craft mass, cargo (if any) minus liquids in fixed tanks) present in the manual?	☒	☐	☐
1.7	Is the following warning note present in the manual? "WARNING – When loading the craft, never exceed the maximum recommended load. Always load the craft carefully and distribute loads appropriately to maintain design trim (approximately level). Avoid heavy weights high up".	☒	☐	☐
1.7-2.1	Any other loading information relevant to the craft is present?	☒	☐	☐
5.6 3.1 3.1 7.1 7.4	Is the following information available? - Maximum recommended engine power (kW), - Maximum recommended engine mass (kg - if relevant), - Routine servicing and maintenance instructions to ensure proper functioning of the engine(s), - Maintenance of the exhaust system.	☒ ☒ ☒ ☒	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
5.7.2 5.5 5.5 2.1.1 5.5.1 5.6	Is the following information available? a) Location of the seacocks and through-hull fittings, by a plan, layout grid sketch or any convenient means. b) 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, c) Advice on keeping portlights, windows, washboard, doors, hatches or ventilation openings closed when appropriate, for example in rough weather or at planning speed. If necessary, operating instructions, d) If relevant, provide routine user servicing and maintenance instructions, e) If relevant, provide information on the need to keep the drains clean and unobstructed.	☒ ☒ ☒ ☒ ☒	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐
5.7.3 5.5 5.5 5.5 5.5	Is the following information, required by ISO 15083, available? a) "WARNING — The bilge pumping system is not designed for damage control." <i>This note is not required if the craft's bilge pumping system is specifically designed for that purpose or if the craft has upright and level flotation.</i> b) Location of each bilge pump by a plan, sketch, layout grid or any convenient means and its capacity rated by the pump manufacturer. c) Operating instructions, if relevant. d) Routine user servicing and maintenance instructions. For craft where ISO 15083 requires only a bucket or a bailer, add a note stating that it is the responsibility of the owner/operator to have at least one bucket/bailer onboard, secured against accidental loss.	☒ ☒ ☒ ☒	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐

5.5.1	e) "Notice - Check the function of all bilge pumps at regular intervals. Clear pump inlets from debris. If seacocks are fitted in the fore and aft peak bulkheads, they shall be kept closed and shall only be opened to let water drain into the main bilges".	☒ ☐ ☐
5.7.4	Is the following information available? stability information specific to the type of craft when required by the relevant part of ISO 12217-1, ISO 12217-2, ISO 12217-3, ISO 6185-1, ISO 6185-2, ISO 6185-3, ISO 6185-4, If applicable, are the following statements present?	☐ ☐ ☒
2.1.1	a) any change in the disposition of the masses aboard (e.g. the addition of a fishing tower, a radar, a stowing mast, change of engine) can significantly affect the stability, trim and performance of the craft,	☒ ☐ ☐
2.1.1	b) bilge water should be kept to a minimum,	☒ ☐ ☐
2.1.1	c) stability is reduced by any weight added above the main deck,	☒ ☐ ☐
2.1.1	d) in rough weather, hatches, lockers and doorways should be closed to minimize the risk of flooding,	☒ ☐ ☐
/	e) stability can be reduced when towing or lifting heavy weights using a davit or boom,	☐ ☐ ☒
/	f) air tanks shall not be punctured,	☐ ☐ ☒
2.1.1	g) breaking waves are a serious stability hazard.	☒ ☐ ☐
5.7.5	Is the following information available? Capsize recovery information specific to the type of craft when required by the relevant part of ISO 12217-1, ISO 12217-2, ISO 12217-3. If relevant, give the recommended technique for subsequent bailing.	☐ ☐ ☒ ☐ ☐ ☒
5.7.6	Is the following information available? The position and operation of escape hatches, if fitted, of sailing multihulls in the event of inversion.	☐ ☐ ☒
5.7.7	Is the following information available? Instructions applicable to the craft type for the actions to be taken following a grounding of the craft.	☐ ☐ ☒
5.8.2	Is the following information available? Instructions for safe operation of the engine, including, where relevant:	
9.2	a) requirement to run the engine compartment exhaust blower for prescribed time, if relevant (petrol engines); explain the significance of labels as required by ISO 11105,	☒ ☐ ☐
5.6	b) requirement to ensure flow of cooling water,	☒ ☐ ☐
9.2	c) requirement to ensure that ventilation ducts are free from obstruction,	☒ ☐ ☐
9.2	d) requirement to keep fixed ventilation openings unobstructed at all times,	☒ ☐ ☐
11.4.2	e) precautions when refuelling, e.g. non-smoking and treatment of fuel spillage in craft,	☒ ☐ ☐
7.5	f) prevention of damage to fuel lines,	☒ ☐ ☐
2.1.3	g) avoidance of contact of flammable materials with hot engine parts,	☒ ☐ ☐

2	h) advice not to store equipment containing petrol (outboard engines, tanks, petrol generators, etc.) in compartments not designed for this purpose.	☒	☐	☐
5.8.3	Is the following information, required by ISO 10239, available?			
✓	a) Operating instructions for appliances,	☐	☐	☒
✓	b) Instructions for inspection of the system,	☐	☐	☒
✓	c) Requirement that gas cylinders shall be stored only in specified lockers or housings,	☐	☐	☒
✓	d) Location of gas lockers or housings by a plan, sketch, layout grid or any convenient means,	☐	☐	☒
✓	e) Procedure for changing gas cylinders,	☐	☐	☒
✓	f) Precautions to avoid contact of materials with open flames and other hot areas,	☐	☐	☒
✓	g) Advice to shut off the valve in the supply line in the event of a leak or fire,	☐	☐	☒
✓	h) Advice to ensure proper ventilation in order to prevent asphyxiation	☐	☒	☒
5.8.4	Is the following information for other fuel-burning systems present? Instructions for the safe operation and inspection of systems with descriptions as appropriate, including the following, where relevant:			
✓	a) operating instructions for appliances,	☒	☐	☒
✓	b) precautions when refuelling appliances,	☒	☐	☒
✓	c) instructions for the safe storage of fuel containers,	☒	☐	☒
✓	d) precautions to avoid contact of materials with naked flames and other hot areas,	☒	☐	☒
✓	e) advice to ensure proper ventilation in order to prevent asphyxiation.	☒	☐	☒
5.8.5.2.3	Are information required by ISO 9094 given?	☒	☐	☐
5.8.6	Is the following information available?			
2.4	Location of hatches, doors, and other openings intended to be a means of escape from the interior in case of fire, where required by ISO 9094,	☒	☐	☐
2.4.1	Explanation of their operational procedures, if relevant.	☒	☐	☐
5.9	Is the following information available?			
6.1	The fire or explosion hazards that can result from improper use of DC and AC systems,	☒	☐	☐
6.1	The electric-shock hazards that can result from improper use of DC and AC systems,	☒	☐	☐
6.1	Instructions for the safe operation of electrical systems with descriptions as appropriate, including information required, where relevant, by normative annexes of ISO 13297 and ISO 16315,	☒	☐	☐
6.4	a) operation and position of battery selector switches,	☒	☐	☐
6.2	b) description of switch panel(s),	☒	☐	☐
6.7	c) procedure for changing fuses and diagram indicating fuse position, type and capacity,	☒	☐	☐
6.3	d) requirement, if relevant, not to obstruct battery ventilation ducts,	☒	☐	☐
6.5	e) precautions when recharging and disconnecting/reconnecting battery,	☒	☐	☐
6.1	f) WARNING — Do not work on an energized AC system,	☒	☐	☐

6.6 6.6	g) precautions when connecting/disconnecting shore supply, h) if a shore power supply is fitted, information about the risk of swimming close to a craft connected to shore power, i) information required for safe operation of AC 3 Phase service, if applicable.	☒ ☐ ☐ ☒ ☐ ☐ ☐ ☐ ☒
5.10.1 11 ✓ 7.1 11.7 11.7	Only for motor craft, is the following information available? - Safe handling of the craft under power, - if applicable, information required by ISO 11592-1 or ISO 11592-2. If applicable, is the following information available? - Do not operate the craft with an engine of rated power greater than the maximum recommended power as set forth in the engine information. - Avoid sudden manoeuvres at speed. - For comfort and safety, reduce speed in high or rough seas. - Always use the engine cut off lanyard if provided.	☒ ☐ ☐ ☒ ☐ ☒ ☒ ☐ ☐ ☒ ☐ ☐ ☒ ☐ ☐ ☐ ☐ ☒
5.10.2 7.1.2 ✓	Are instructions for safe operation when starting an engine to prevent craft movement and/or propeller rotation given? If applicable, only for outboard engines, are the information required by ISO 11547 given?	☒ ☐ ☐ ☐ ☐ ☒
5.10.3 8.1	If applicable, is information about location and operation of the emergency steering device given?	☒ ☐ ☐
5.11.1 2.5 2.3.8	In accordance with ISO 15085, is the following information available? a) information on parts of the outside of the craft that are not considered as belonging to the working deck and which shall not be used when underway, with illustrations, if necessary, b) 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).	☒ ☐ ☐ ☒ ☐ ☐
5.11.2 2.3.7	If applicable, is the position of the life-raft storage indicated?	☒ ☐ ☐
5.11.3 7.1 7.1	Is the following information available? a) instructions to avoid moving parts of engine, propeller shafts, etc., b) details concerning guards fitted and instructions for use.	☒ ☐ ☐ ☒ ☐ ☐
5.11.4 11.1	Are the following informations present? a) WARNING - Fuel-burning open-flame appliances consume cabin oxygen and release products of combustion into the craft. Ventilation is required when appliances are in use. Open designated vent openings while appliances are in use. Never obstruct ventilation openings and ensure that flued appliances are operating correctly. b) Information on risks from exhaust gases (e.g. CO and other gases). a) Instructions for mitigating the spread of CO on petrol-powered craft.	☐ ☐ ☒ ☒ ☐ ☐ ☐ ☐ ☒
5.11.5 11.3	Are the recommendations to secure loose equipment safely when under way given?	☒ ☐ ☐

5.11.6 2.2.1	If applicable, are the following instructions given?			
2.2.1	a) advice to be aware of local environment laws, and to respect codes of good practice,	☒	☐	☐
2.2.1	b) instructions not to discharge toilets or holding tanks close to shore or in any prohibited zone,	☒	☐	☐
2.2.1	c) to use harbour or marina pump-out facilities to empty the holding tank before leaving the harbour;	☒	☐	☐
2.2.1	d) advice to be aware of international regulations against marine pollution (MARPOL).	☒	☐	☐
5.11.7 5.2 ✓ 3.1 12.2 5.2 12.2 2.2.1 5.2 5.3.1	If a holding tank is fitted, is the following information required by ISO 8099-1 given?			
	a) operation and maintenance,	☒	☐	☐
	b) Y-valve use,	☐	☐	☒
	c) capacity of holding tanks, in litres;	☒	☐	☐
	d) chemicals acceptable for use: cleaning materials, deodorants, anti-freeze solutions,	☒	☐	☐
	e) pump-out procedure, including use of the manual relief valve, if applicable,	☒	☐	☐
	f) instructions that the system should be empty during storage at freezing temperatures,	☒	☐	☐
	g) note to be aware of local regulations on discharge,	☒	☐	☐
	h) location of discharge shutoff seacocks and methods of securing these sealed shuts,	☐	☐	☐
	i) user servicing and maintenance instructions if relevant.	☐	☐	☐
5.11.8 10.1	Is the identification of strong points, as defined by ISO 15084, required for anchoring, mooring, towing and being towed given?	☒	☐	☐
5.11.9 ✓	If applicable, is the mass (kg) of the craft when towed on a trailer mT, according to ISO 8666 given?	☐	☐	☒
✓	If applicable, is a warning to use a trailer suitable for the craft and its mass given?	☐	☐	☒
5.12 ✓	For sailboat spars and rigging, is instruction how to tune and maintain rigging systems given?	☐	☐	☒
6 Other information		Y	N	NA
6 11	If applicable, is any other information for the safe operation of the craft given?	☒	☐	☐



Is this Checklist provided by a copy of the *Owner's Manual*?

YES ☐

NO ☐

Note:

.....

.....

.....

.....

Conclusions / Remarks (given by the RINA Surveyor and accepted by the Manufacturer/Representative)

.....

.....

.....

.....

.....

Place

Date

Manufacturer's / Representative's signature

RINA surveyor's name and signature

.....

.....

List of Standards, not indicated in the content of harmonized standard EN ISO 10240:2024, with requirements for the owner's manual.

Harmonized Standard	Title of the Standard	Requirements for the owner's manual
✓ EN ISO 8665:2017	Marine propulsion reciprocating internal combustion engines - Power measurements and declarations	Clause 9
✓ EN ISO 8847:2021	Steering gear - Cable over pulley systems	Clause 8
✓ EN ISO 8848:2022	Remote mechanical steering systems	Clause 9.2
✓ EN ISO 9093:2021	Seacocks and through-hull fittings	Clause 11
✓ EN ISO 10088:2023	Permanently installed fuel systems	Annex B (see B.5)
✓ EN ISO 10592:2022	Remote hydraulic steering systems	Clause 10
✓ EN ISO 11591:2020 (*)	Field of vision from the steering position	Clause 8
✓ EN ISO 11812:2018	Watertight or quick-draining recesses and cockpits	Clause 11
✓ EN ISO 12215-2:2018	Hull construction and scantlings - Part 2: Materials: Core materials for sandwich Construction, embedded materials	Clause 5
✓ EN ISO 12215-3:2018	Hull construction and scantlings - Part 3: Materials: Steel, aluminum alloys, wood, other materials	Clause 8 and Annex A
✓ EN ISO 12215-5:2019	Hull construction and scantlings - Part 5: Design pressures for monohulls, design stresses, scantlings determination	Clause 13
✓ EN ISO 12215-6:2018	Hull construction and scantlings - Part 6: Structural arrangements and details	General text, no specific clause
✓ EN ISO 12215-8:2018	Hull construction and scantlings - Part 8: Rudders	General text, no specific clause
✓ EN ISO 12215-9:2018	Hull construction and scantlings - Part 9: Sailing craft appendages	General text, no specific clause
✓ EN ISO 13590:2018	Personal watercraft - Construction and system installation requirements	Clause 15
✓ EN ISO 13929:2017	Steering gear - Geared link systems	Clause 8.1
✓ EN ISO 14895:2016	Liquid-fuelled galley stoves and heating appliances	Annex A and Annex B
✓ EN 15609:2021	LPG equipment and accessories - LPG propulsion systems for boats, yachts and other craft	Clause 7
✓ EN ISO 25197:2018	Electrical/electronic control systems for steering, shift and throttle	Clause 12

(*) Not harmonized for Directive 2013/53/EU

