

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

Report No

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MODEL

R58 CAPRI

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

### TERMS AND DEFINITIONS

**3.1** For the purposes of this document, the terms and definitions as described in the Table 1 of the applicable standard apply.

**Danger:** denotes that an extreme intrinsic hazard exists which would result in high probability of death or irreparable injury if proper precautions are not taken.

**Table 1** Warning: denotes that a hazard exists which can result in injury or death if proper precautions are not taken.

**Caution:** denotes a reminder of safety practices or directs attention to unsafe practices which could result in personal injury or damage to the craft or components or to the environment.

4 General requirements		Y	N	NA
4.1 2-3-11  11-12-13	Does the manual provide necessary information for safe operation of the craft, equipment and systems with due consideration for the environment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Does the manual provide all the information regarding the routine checks relevant to the operating of the craft (the manual may contain a list of these checks)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2 / / INDEX 2.2.1 /	Is the language used in the manual acceptable for the country of intended use of the craft (manual may be multilingual)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Have manufacturers a procedure in place that allows printing of the owner's manual by the owner?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If composed by more than four pages, is the manual provided with an index or a table of the contents?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If symbols are used, are they in compliance with EN ISO 8999 and EN ISO 11192?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3 3.1	If possible, are tests and pictures arranged so that they can be studied together?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are SI units used in the manual (other units may be added between brackets)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5 Content of the manual		Y	N	NA
5.2 <i>1.2</i> <i>2.12</i> <i>1</i>	Is an introducing paragraph which inform the Owner about the responsibility concerning the use of the craft present?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is the meaning of the safety labels, if used, explained according to table 1?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is an introducing paragraph which give information as above (see annex A) detailed and which is suitable for the type of the craft?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3 <i>PAG. 2</i> <i>1.1</i> <i>1.1</i> <i>3.1</i> <i>1.6</i> <i>3.1</i> <i>3.1</i> <i>3.1</i>  <i>3.1</i>  <i>7.6</i> <i>5.1</i> <i>5.3</i> <i>7.8</i>  <i>1.5</i>	Are the following information present in the manual?			
	a) name of the manufacturer, society or person responsible for putting the craft on the market,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) name of the model or type,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) design category/categories and its explanation,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d) mass of the craft in the light condition (kg), according to EN ISO 8666,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e) maximum recommended load (kg), according to EN ISO 14946, plus the note saying "see section loading" as per point 5,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f) mass of the craft in the full load condition (kg) (sum of the load as per points d ÷ e),	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	g) main dimensions of the craft (Lh, Bh, Lmax, Bmax) according to EN ISO 8666,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	h) drafts:			
	- max height (air draft), in the light craft condition,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	- max draft(s) in the fully load condition,			
	i) type of propulsion,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	j) Only for sailboats, information on sail and rigging,	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	k) capacity (l) of the following fixed tanks:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4 <i>1.6</i>  <i>1.6</i>	- fuel, type of fuel, position of the filling and draining points,			
	- fresh water, position of the filling and draining points,			
	- black water, position of through hull or deck fittings and draining point,			
	- clean and used oil, position of filling and emptying points,			
	l) Statement saying: "Builder's plate – part of the information is given on the builder's plate affine on the craft. A full explanation of this information is given in the relevant sections of this manual".	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4 <i>1.6</i>  <i>1.6</i>	Is the indication of the maximum number of adult persons and/or combination of adults/children, according to EN ISO 14946 and EN ISO 12217 present in the manual?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If to the boat is assigned more than one design category, are the above mentioned data specified for each assigned design category?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is the following warning note: "WARNING – Do not exceed the maximum recommended number of persons. Regardless of the number of persons on board, the total weight of persons and equipment must never exceed the			



	<i>maximum recommended load. Always use the seats/seating spaces provided</i> present in the manual?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5.5 1.6	Is the composition of the maximum recommended load (persons, provisions and personal effects, any equipment not included in the light craft mass, cargo – if any – and all consumable liquids) present in the manual?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3.1	Is the total weight of liquids, when all fixed tanks are full, present in the manual?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
1.6	Is the following warning note: “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” present in the manual?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5.6 3.1 3.1	Are the following information present? - Maximum recommended engine power (kW), - Maximum recommended engine mass (if relevant)	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5.7.1 5.5 5.5 3.1	Are the following information present? a) Plan, drawing or other suitable mean with the indication of the seacocks and through-hull fittings, 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.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5.7.2 5.5 5.5 5.5 5.5.2 5.5.2	Are the following information present? - information required by EN ISO 15083, a) note of “WARNING – the bilge pumping system is not designed for damage control” (this note is not required if the craft is specially designed for that purpose or has flotation), b) Location of each bilge pump, its capacity as rated by the pump manufacturer, c) Operating instructions, if relevant., d) Routine survey and maintenance instructions, e) For craft not fully decked, the indication that it is responsibility of the owner to secure on board (against accidental loss) the bucket and/or the bailer, f) warning note of “SAFETY PRECAUTION – Check the function of all bilge pumps at regular intervals. Clear pump inlets from debris. If seacock are fitted in the fore and aft peak, they shall be kept closed and shall only be opened to let water drain into the main bilges”.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5.7.3 / 1.6	Are eventual information regarding the stability specific to the type of craft, when required by the relevant part of EN ISO 12217, present?  If applicable, are the following statements present? a) any change in the disposition of the masses aboard (for example the addition of a fishing tower, a radar, a stowing mast, change of engine, etc.) may significantly affect the stability, trim and performance of the craft.	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

2.1	b) bilge water should be kept to a minimum,	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2.1	c) stability is reduced by any weight added high up,	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2.1	d) in rough weather, hatches, lockers and doorways should be closed to minimized the risk of flooding,	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
/	e) stability may be reduced when towing or lifting heavy weights using a davit or boom,	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
/	f) air tanks shall not be punctured,	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
2.1	g) breaking waves are a serious stability hazard.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5.7.4	When required by the relevant part of EN ISO 12217, are information about capsized recovery given?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
/	If applicable, are the instruction for the subsequent bailing of the craft given?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
5.7.5	Only for sailing multihulls and when required by the relevant part of EN ISO 12217, are the information about capsized given?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
/	Only for sailing multihulls, are positions and operations of escape hatches (to be used in the event of capsized) given?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
5.8.1	Are the instruction for the safe operation of the engine(s) present?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7	If applicable, are the following additional information given?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
9.2	a) requirement to run the engine compartment fan for prescribed time; if relevant (petrol engine), explain the signification of the labels as requie by EN ISO 11105,	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5.6	b) requirement to ensure flow of cooling water,	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
9.2	c) requirement to ensure that ventilation ducts are free,	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7.6	d) precautions when refuelling (non smoking) and treatment of fuel spillage in craft,	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7.6	e) prevention of damage on fuel lines,	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7.6	f) avoidance of contact of flammable materials with hot engine parts,	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7.6	g) advice not to store equipment containing petrol (outboard engines, tanks, petrol generators, etc.) in compartments not designed for this purpose.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

5.8.2 	Are the information required by EN ISO 10239 given? If applicable, are the following information given?  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, e) procedure for changing gas cylinders, f) precautions to avoid contact of materials with flames and/or hot areas, g) advice to shut off the gas valve in the event of an LPG leak or fire from an LPG tank, h) advice to ensure proper ventilation in order to prevent asphyxiation.	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
5.8.3 	Instructions about the proper operating and inspections of eventual other LPG system and the information detailed in 5.8.2 shall be given. Is this requirement complied with?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
5.8.4 2.3 2.9	Are Information required by EN ISO 9094 given?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5.8.5 2.6 2.6	Is clear indication of escape ways given? Is clear indication about the proper use of the hull closing devices to be used as escape way (for example: fore deck hatch) given?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5.9 6.1 6.1  6.5 6.2 6.8 6.4 6.6 6.4 6.7 6.7	Are information on the hazard that may result from improper use of electric DC and AC systems given? Are instruction on the proper use of the electric DC and AC systems given? If applicable, are the following additional information required by the annex to the EN ISO 13297 (AC) and EN ISO 10133 (extra-low-voltage DC) given?  a) operation and position battery selector switches, b) description of switch panel(s), c) procedure for changing fuses and diagram indicating fuse position, type and capacity, d) requirement not to obstruct battery ventilation ducts, e) precautions when recharging and disconnecting/reconnecting battery, f) WARNING – Do not work on an energized AC system, g) precautions when connecting/disconnecting shore supply, h) if a shore supply is fitted, information about the risk of swimming close to a craft connected to shore power.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5.10.1 11 /	Only for motor boats, are the following information given? - Safe handling of the craft under power, - if applicable, information required by EN ISO 11592.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>



<p>7.2 2.11 2.1.1 11.9 /</p>	<p>If applicable, are the following information given?</p> <ul style="list-style-type: none"> <li>- do not operate the craft with an engine of rated power greater than the maximum recommended power,</li> <li>- avoid sudden manoeuvres at speed,</li> <li>- for comfort and safety, reduce speed in waves,</li> <li>- do not sit in the bow cockpit when the boat is moving fast,</li> <li>- always use the dead-man switch if provided.</li> </ul>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p>
<p>5.10.2 7.1.1 /</p>	<p>Are instructions for safe operation when starting an engine to prevent craft movement and/or propeller rotation given?</p> <p>If applicable, only for outboard engines, are the information required by EN ISO 11547 given?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p>
<p>5.10.3 /</p>	<p>If applicable, are information about location and operating of the emergency steering device given?</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p>
<p>5.11.1 2.7 2.3.8</p>	<p>a) Is the plan showing the working deck area, as defined by EN ISO 15085, given?</p> <p>b) Are identification of the means of reboarding (for example: ladder) and instructions to avoid swamping or capsizing the boat given?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>5.11.2 2.3.3</p>	<p>If applicable, is the position of the life-raft storage indicated?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>5.11.3 2.1 2.1</p>	<p>If applicable, are the following information given?</p> <p>a) instructions to avoid contact with moving parts of the engine or other machinery components (propeller shaft or other),</p> <p>b) details concerning guards fitted and instructions for use.</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>5.11.4 /</p> <p>11.1 / /</p>	<p>Are the following information given?</p> <p>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,</p> <p>b) information on risks from exhaust gases (CO and other gases),</p> <p>c) instructions for mitigating CO petrol-powered craft,</p> <p>d) the relevant safety label.</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p>
<p>5.11.5 11.3</p>	<p>Are the recommendations to secure loose equipment safely when under way given?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>5.11.6 2.2.1</p>	<p>If applicable, are the following instructions/information given?</p> <p>a) advice to be aware of local environment laws and to respect codes of good</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

<p>2.2.1</p> <p>2.2.1</p>	<p>practice,</p> <p>b) instructions not to discharge toilets or holding tanks closet o shore or in any prohibited zone and to use harbour or marina pump-out facilities to empty the holding tank before leaving the harbour,</p> <p>c) advice to be aware of international regulations against marine pollution (Marpol) and to respect it as much possible.</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>5.11.7 5.3</p> <p>5.3</p> <p>/</p> <p>3.1</p> <p>12.2</p> <p>5.3</p> <p>12.2</p> <p>5.3</p> <p>5.3</p>	<p>If a holding tank is fitted, are the information required by EN ISO 8099 given?</p> <p>If a holding tank is fitted, are the following additional information given?</p> <p>a) operation and maintenance</p> <p>b) Y-valve use,</p> <p>c) capacity of the holding tank(s), in litres</p> <p>d) chemicals products acceptable for the cleaning (deodorants, anti-freeze solutions)</p> <p>e) pump-out procedure, including use of the manual relief valve, if applicable,</p> <p>f) instructions that the system should be empty during storage at freezing temperatures,</p> <p>g) note to observe local regulation on discharge,</p> <p>h) location of discharge shutoff seacocks and methods of securing these sealed shut.</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>5.11.8 10.1</p>	<p>Is the identification of strong points, as defined by EN ISO 15084, required for anchoring, mooring and towing given?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>5.11.9</p>	<p>If applicable, is the mass of the trailering condition given?</p> <p>If applicable, is a warning to use a trailer suitable for the craft and its mass given?</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p>
<p><b>6 Other information</b></p>		<p><b>Y N NA</b></p>
<p>6 /</p>	<p>If applicable, is any other information for the safe operation of the craft given?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>