

Procedure

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Procedure Number:

PR1016

Procedure Title:

Changing a Lifesaving Asset Service Status - PR1016

Applicability:

All Lifeboat Stations

Reason for Procedure:

This procedure defines the different service statuses of lifesaving assets and details how a change in service status should be reported.

Objective of Procedure:

This procedure aims to ensure launch authorities have a clear understanding of the importance of and the process for changing a lifesaving asset's service status. This will in turn ensure the RNLI maintains adequate lifeboat coverage around the coast.

Procedure:

Scope

This procedure must be followed where a lifeboat station needs to change the service status of any of its lifesaving assets. It also contains definitions of the types of service status and tools to support deciding which status applies.

The only exception is for assets pre-acceptance or allocated for disposal which are Engineering & Supply.

Effective immediately (August 2019) this procedure replaces:

PR1016 Reporting Lifeboats Restricted and Off Service (replaced by this procedure)

PR1046 Boat Movements, Off Service and Restricted Service

GU1009 Lifeboats Restricted and Off Service

Reporting Procedure

All lifesaving assets associated with a lifeboat station – lifeboats and launch and recovery equipment – must report their service status as one of the following:

- Available for service
- Restricted service
- Off service
- Delayed launch

Definitions and examples for each of these services status categories are detailed in the 'Definitions' section.

The duty Launch Authority is responsible for ensuring any change in any lifesaving assets service status is reported in real time to the following:

1. The coordinating authority (coastguard)
2. Flank lifeboat stations
3. The RNLI Central Operations & Information Room (Operations Room) contactable 24/7 on:

UK Freephone - 0800 011 3129

Ireland Freephone - 1800 200 376

This supports the effective management of our ability to provide a lifesaving service. The information to be passed shall include:

- **Name/contact number** of the informant
- Station name
- Asset number - operational number for ALB/vehicle, B, D, A, E, H class #
- Time of the change in service status
- Reason/details of cause for change in service status
- Expected duration until a return to available for service status

Occasionally the reason for a service status change notification may need to be clarified or queried, and your patience and cooperation in providing a clear explanation is greatly appreciated. This is to ensure we maintain consistent records for data analysis.

The Operations Room will update RNLI systems and inform all other relevant internal personnel and teams including the Area Lifesaving Manager (ALM) in the first instance (Duty ALM out of hours). Current state for all assets can be seen at any time by the duty operations team on the Service Status Map.

Lifesaving Operations is accountable for the reporting and maintenance of records regarding lifesaving assets available for lifesaving duties.

Decision Making

It is the responsibility of the Launch Authority to ensure the correct service status is reported. If at any time the Launch Authority is unsure, they can consult with the ALM and/or Operations Room and can use the decision-making tools below.

At the bottom of this procedure there are a series of flow charts to support the correct and timely reporting of any service status change which include:

- Asset decision flow chart
- Infrastructure decision flow chart
- People flow chart
- Environment flow chart
- Off service local risk assessment tool**

**** - This is used to identify the organisation-level of response appropriate to the risk of a lifesaving asset being off service. Use of the off service local risk assessment tool is not mandatory but can be used by the ALM, RTC or Ops Room to record the decision-making process.**

It is the responsibility of the ALM and RTC to work together to rectify asset and infrastructure issues. The ALM is to lead on personnel and environmental driven issues. Out of hours, this will be coordinated through the Operations Room who will utilise the duty system.

A lifeboat must always be placed 'off service' in the following circumstances:

- When the hull is holed or damaged in a position that affects the sea-keeping ability/stability.
- When all propulsion engines are non-operational.
- When any steering gear (including emergency tiller/steering) and/or rudder is out of action.
- When the safe crewing level cannot be achieved
- At carriage launched stations - if the carriage is damaged to such an extent that a safe launch could not be made.
- At slipway launched stations – if the slip is damaged in such a way that damage to the boat would result from launching.

An all-weather lifeboat (ALB) may remain on 'restricted service' depending on the severity of the weather in the following circumstances:

- On twin-engined boats if only one engine is out of order.
- If the anchor and/or cable is missing.
- At carriage launched stations – if the tractor is out of order and it is possible to carry out a safe launch by other means.

An inshore lifeboat (ILB) may remain on 'restricted service' depending on the severity of the weather, in the following circumstances:

- On twin-engined boats if only one engine is out of order
- If the anchor and/or cable is missing.

- If the towing vehicle, where used, is out of order and it is possible to carry out a safe launch by other means.

An inshore rescue hovercraft (IRH) may remain on 'restricted service' depending on the severity of the weather, in the following circumstances:

- If the anchor and/or drogue and/or GP line are missing.
- If the transporter is out of action and it is possible to launch by other means.

Definitions

There are four common causes that affect a lifesaving asset's service status:

1. **Personnel:** crew competency, availability or response time
2. **Asset:** defects, planned / unplanned maintenance, missing equipment, haul outs / hull scrubs
3. **Infrastructure:** boat house defects / maintenance, missing equipment
4. **Environment:** weather and tidal restrictions*

* - This could be for longer periods or specific known instances. Alternatively, the asset can remain available for service and the launch can be authorised or declined by Launch Authority upon launch request.

The service status definitions are as follows:

Available for Service

- The lifeboat and all its required launching equipment are in working order and ready for an immediate launch
- There is a full compliment of crew able to start the launch procedure within 15 minutes of a coastguard request being authorised

Off Service

- The lifeboat is unable to safely launch and carry out a service due to damage, defects, the environment (for example low water) or lack of crew availability
- There is a likely launch delay of over 60 minutes (unless the coastguard requests to remain available with a delayed launch time)
- The lifeboat or launching equipment is undergoing maintenance or repair which cannot be made ready to safely launch for a service within 60 minutes

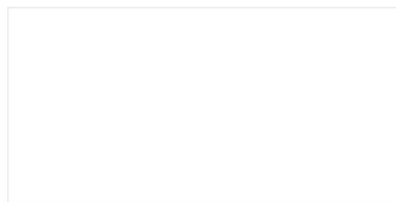
Restricted Service

- The lifeboat may be launched to carry out some operational services but with limited operational effectiveness
- The lifeboat or launching equipment is undergoing maintenance or repair but can be made ready to safely launch for an operational service within 60 minutes

Delayed Launch

- A launch delay of between 30 to 60 minutes due to crew availability/response time

Reference Documents:



Related Policies, Procedures & Guidance:

PR1077 - Changing a Lifesaving Asset Location

PO1007 - Lifeboats Restricted and Off Service

Related Forms & Instructions:

[Off Service Risk Assessment Tool](#)

[Service Status Decision Flow Charts](#)