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**Small craft — Owner's manual**

*Navires de plaisance — Manuel du propriétaire*

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## Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

International Standard ISO 10240 was prepared by Technical Committee ISO/TC 188, *Small craft*.

Annexes A and B of this International Standard are for information only.

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# Small craft — Owner's manual

## 1 Scope

This International Standard specifies a code of practice to prepare an owner's manual applicable to small craft of up to 24 m length of hull, with the intention of supplying information to facilitate the preparation of the manual which contributes to the communication of this knowledge of the craft to the owner or operator.

## 2 Normative references

The following standards contain provisions which, through reference in this text, constitute provisions of this International Standard. At the time of publication, the editions indicated were valid. All standards are subject to revision, and parties to agreements based on this International Standard are encouraged to investigate the possibility of applying the most recent editions of the standards indicated below. Members of IEC and ISO maintain registers of currently valid International Standards.

ISO 1000:1992, *SI units and recommendations for the use of their multiples and of certain other units*.

ISO 8999:1993, *Reciprocating internal combustion engines — Graphical symbols*.

ISO 11192:—<sup>1)</sup>, *Small craft — Graphical symbols*.

## 3 General requirements

An owner's manual shall be delivered with each small craft.

Purchasers shall sign a receipt for the owner's manual. The receipt may be common to other official papers, such as invoices, delivery notes, warranty certificates, etc.

1) To be published.

## 4 Format and style of owner's manual

### 4.1 Presentation

Where practicable, related texts, keys to drawings and drawings shall be arranged so that they can be studied together.

#### 4.1.1 Language

The owner's manual shall be written in a language acceptable in the country of intended use. It may be multilingual.

#### 4.1.2 Materials

Manuals shall be made of paper or other suitable material.

#### 4.1.3 Size

The manufacturer may use any size: however, the standardized formats A4 (210 mm × 297 mm), A5 (148,5 mm × 210 mm) or B6 (128 mm × 182 mm) are preferred.

The sheets may be folded.

#### 4.1.4 Margins

Top, side and bottom margins should be at least 7 mm except for the binding margin.

#### 4.1.5 Colours in printing

Colours may be used to attract the attention on important advice, to clarify circuits or drawings or to make the manual more attractive.

Black printing on a white background is preferred. Printing may be on both sides of the sheet.

sonal injury or damage to the craft or components.

#### 4.1.6 Binding

The pages of a multipage manual may be bound, stapled or contained in an envelope, or kept together by any suitable means which accepts any possible specific manuals required in 5.4, and which fulfils the requirement of 5.1.2.

The numbering shall indicate the total number of pages of the manual, e.g. 1 (15).

#### 4.2 Text

##### 4.2.1 Characters

The height of the characters shall be at least 1,5 mm.

##### 4.2.2 Units

Units used in the owner's manual shall be SI, in accordance with ISO 1000; other units may be added between brackets.

#### 4.3 Drawings

Drawings, schematics and diagrams may be used, in this case

- drawings need not be to scale;
- line drawings shall be preferred to photographs;
- ISO symbols shall be used wherever possible (see ISO 8999 and ISO 11192).

#### 4.4 Degrees of dangers

Warnings and cautions shall be defined and emphasized so as to attract attention:

<b>DANGER</b>	Denotes an extreme intrinsic hazard exists which would result in high probability of death or irreparable injury if proper precautions are not taken.
<b>WARNING</b>	Denotes a hazard exists which can result in injury or death if proper precautions are not taken.
<b>CAUTION</b>	Denotes a reminder of safety practices or directs attention to unsafe practices which could result in per-

### 5 Content of owner's manual

Subclauses 5.1 to 5.7 specify requirements that shall be included in the owner's manual as appropriate for the type of craft or relevant to the craft delivered.

Equipment which is not delivered with the craft does not have to be dealt with in the owner's manual.

#### 5.1 General

The owner's manual shall display the manufacturer's name, type of craft (or name of the series) and the design category of the craft.

##### 5.1.1 Manual introduction

The first part of the owner's manual shall present the following information.

"This manual has been compiled to help you to operate your craft with safety and pleasure. It contains details of the craft, the equipment supplied or fitted, its systems, and information on its operation and maintenance. Please read it carefully, and familiarize yourself with the craft before using it.

If this is your first craft, or you are changing to a type of craft you are not familiar with, for your own comfort and safety, please ensure that you obtain handling and operating experience before assuming command of the craft. Your dealer or national sailing federation or yacht club will be pleased to advise you of local sea schools, or competent instructors.

PLEASE KEEP THIS MANUAL IN A SECURE PLACE, AND HAND IT OVER TO THE NEW OWNER WHEN YOU SELL THE CRAFT."

##### 5.1.2 Index

The manual shall contain an index of included items.

##### 5.1.3 Homologation, certification, design category and identification

The owner's manual shall include information concerning homologations and/or certifications given to the craft. The information shall indicate at least what parts, systems, specific characteristics of the craft, or the craft as a whole are treated by these homologations and/or certifications. It shall also indicate the

references and address details of national or international organizations issuing these homologations and/or certifications.

The owner's manual shall provide space to display the identification number and give information on the relevant design category of the craft, if practicable. The following design categories apply:

- **category A — “ocean”**: Craft designed for extended voyages where conditions experienced may exceed wind force 8 (Beaufort Scale) and include significant wave heights of 4 m, for vessels that are largely self-sufficient.
- **category B — “offshore”**: Craft designed for offshore voyages where conditions up to and including wind force 8 and significant wave heights up to and including 4 m may be experienced.
- **category C — “inshore”**: Craft designed for voyages in coastal waters, large bays, estuaries, lakes and rivers, where conditions up to and including wind force 6 and significant wave heights up to and including 2 m may be experienced.
- **category D — “sheltered waters”**: Craft designed for voyages on small lakes, rivers and canals, where conditions up to and including wind force 4 and significant wave heights up to and including 0,5 m may be experienced.

## 5.2 Description of craft

- main dimensions;
- sail area;
- masses of the craft;
- draft and vertical clearance;
- maximum rated engine power for which the craft is designed (see information provided by the engine manufacturer);
- voltages: a.c. or d.c., frequency, number of phases;
- capacity of the batteries;
- engine: inboard/outboard;
- tank capacities:
  - fuel,
  - fresh water,
  - holding tanks,
  - gas cylinders;
- maximum load (cargo and/or people);
- strong points relevant to docking/lifting/trailing.

## 5.3 Description of essential equipment and features

### 5.3.1 General arrangements

- deck plan;
- interior plan;
- profile.

### 5.3.2 Propulsion systems

- sail and rigging plan;
- engine compartment layout;
- propellers;
- shafting.

### 5.3.3 Systems and circuits

Descriptions, drawings and diagrams showing:

- a) water systems:
  - potable,
  - sea,
  - fresh,
  - grey (sink/shower sewage),
  - black (toilet sewage);
- b) electrical installations;
- c) fuel system;
- d) gas system;
- e) exhaust system;
- f) ventilation system;
- g) bilge pumping system;
- h) steering system;
- i) fire-extinguishing system;
- j) other specific installations, such as heating, air-conditioning, etc.;
- k) location of through-hull fittings, seacocks and valves;
- l) engine(s) cooling systems;
- m) anchoring arrangement.

## 5.4 Specific manuals

Manuals of the various equipment installed in the craft, or fitted on the craft, shall be added to or integrated in the owner's manual.

Reference shall be made to these specific manuals (if they are simply added) so that the owner can refer to them for maintenance, e.g. engine, refrigerator, heating.

## 5.5 Information

The owner's manual shall contain information on the following.

### 5.5.1 General information

- advice based on the appropriate referenced standards;
- explanation of symbols used in the craft (see ISO 8999 and ISO 11192);
- labels or warnings fixed on the craft;
- functions of controls, valves, handles;
- functions of dials, switches and fuses or circuit-breakers;
- adjustment of equipment done by the owner.

### 5.5.2 Environmental considerations

- fuel and oil spillage;
- discharge and disposal of waste;
- excessive noise;
- wake/wash;
- exhaust emissions;
- paint/cleaning agents and other substances.

### 5.5.3 Maintenance

- general care;
- cleaning;
- repairs, removals and replacements;
- use of correct materials and components;
- winter storage (afloat or on land);
- painting;
- inspection of systems, circuits and devices.

## 5.5.4 Recommendations

Warnings and/or cautions included in the owner's manual shall be treated under the heading dealing with the particular equipment and shall be presented to attract the owner's attention, using for example colours of characters, framing or colour shading.

## 5.6 Additional optional information

In addition to the above information and following his own experience, the manufacturer and/or the dealer may put into the owner's manual any advice, notes or instructions he wishes so as to facilitate maintenance, any later fitting of supplementary or optional devices, for example

- reserved cable runs;
- reserved location for portable extinguishers;
- location of echo-sounder, speedometer or other transducers;
- supplementary tanks;
- electronic devices for navigation;
- reinforcement for optional fitting of outboard engines, automatic pilot, etc;
- distribution of loads;
- sail combinations depending on the wind;
- reminders or cautions and/or warnings concerning speed and cruising range;
- maintenance of life-saving equipment;
- craft speed;
- quantity of life-saving equipment depending on the national authorities;
- type, quantity of fire extinguishers depending on the national authorities;
- gel coat colour code and manufacturer.

The manufacturer may also include trade associations or organizations which group users of the same product.

## 5.7 Warranty

The warranty conditions shall be added to or included in the owner's manual, together with the complete address of the manufacturer and/or the dealer.

The manufacturer of the craft may list the makers of equipment who provide a direct warranty for their products.



## **Annex A** (informative)

### **Example of owner's manual**

The example given in this annex shows what the owner's manual of a hypothetical craft without sails, water tank, LPG, engine compartment, permanent fuel system, through hull fittings, etc., might include.

The only required specific manual (see 5.4) is for the outboard engine. Some simple diagrams show the

steering gear, the electrical wiring with the bilge pump and the general arrangement of the craft.

This example also presents some optional additional advice regarding environment, personal safety, etc.

As an example this owner's manual includes the required "receipt of owner's manual" (see clause 3) in the warranty conditions.

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