

## GUIDANCE NOTE 3: MAST REMOVAL & STEPPING

### Preparations for Mast Removal:

1. Book your mast removal, storage and re-step with the marina on +44 (0) 1475 729 838
2. Please ensure keys are left at reception to access your boat
3. All sails must be removed along with the boom and kicker
4. All electrical cables running through the mast or deck must be removed and secured (or ready to pull through)
5. All halyards must be clear of clutches and tied or taped around the mast
6. Bottle screws should have a couple of turns taken off them to ensure they are able to turn freely and are not seized.
7. If we remove your windex, antenna or anemometer for craning these will be placed on your chart table.

### Preparation for Mast Stepping:

1. It is good practice prior to stepping to clean out the threads on your bottle screws and lubricate
2. We advise replacing split pins annually. Please leave replacement split pins on your chart table
3. If you wish us to re-instate your windex, antenna or anemometer please leave this on your chart table and let the marina manager know prior to craning.
4. Once your mast is re-stepped all rigging will be connected and tightened so that the mast is secure. It is the owner's responsibility to make sure the rig is tight and set properly once the mast is stepped.
5. You will find the following notice on the chart table of your boat:

**James Watt  
Dock Marina**  
Origin 1878

**IMPORTANT NOTICE**

PLEASE NOTE THAT YOUR MAST HAS BEEN STEPPED AND SECURED.

PLEASE ENSURE THAT THE RIGGING IS TENSIONED AND LOCKED OFF WITH THE RELEVANT PINS BEFORE USE.

THANK YOU

