



Carryduff Forklift Down Rally 2023

CONFIRMATION OF ENTRY & FINAL INSTRUCTIONS No 1.

Date: Tuesday 11th July 2023

Time: 12:00 hrs.

Subject: Confirmation of Entry & Final Instructions No.1

No. Pages: 10

From: The Secretary of the Meeting

To: All Competitors & Stewards.

Dear competitor, thank you for your entry for the **2023 Carryduff Forklift Down Rally**.

Your Competition Number has already been advised

FINAL INSTRUCTIONS No.1.

1. RECONNAISSANCE PARKING

Crews travelling in two separate cars to the reconnaissance sign on on Friday 21st July 23 can NOT park a second car at the Island Centre car park. This is because the site is being cleared and worked on to allow service vehicles to enter from 7pm on Friday 21st July. Abandoned and badly parked cars by competitors significantly held up this work last year. Any crew member arriving in a second car for reconnaissance is required to park it in a public car park during the reconnaissance. Public Pay and Display car parks are available in Central Lisburn and are within a short walking distance of the reconnaissance sign on.

2. RECONNAISSANCE TRACKER

It has been necessary to change the reconnaissance tracking from that set out in para 9.1.4 of the supplementary regulations. We will no longer be using a phone app and instead crews will be given a tracking device at reconnaissance which must remain fitted during reconnaissance – this is to ensure speed limits and number of passes on reconnaissance are observed. This device is to be returned at scrutiny and a new device will be fitted to the rally car at the start of the event. It will also be necessary for crews to fill out a deposit form for the tracker device. Please note that one deposit form will cover both the reconnaissance tracker and the event safety tracker.

The detailed changes to the supplementary regulations due to this are as shown below

CHANGES TO SUPPLEMENTARY REGULATIONS:

9.1.4 Reconnaissance Tracking

All competitors will be tracked during Reconnaissance. ~~Each Driver and Co-Driver are required to download and install the Sporttraxx Tracky Mobile Device App before they sign on at Reconnaissance Registration.~~

~~The App can be downloaded here for Apple Devices: [Link](#) and here for Android Devices: [Link](#)~~

At Reconnaissance Registration each Driver and Co-Driver will be given ~~an individual Key Code or QR code to enable them to log in to the event Reconnaissance Tracking System.~~ **a tracking device which must be fixed to their Reconnaissance Car windscreen and must remain in place for the duration of their Reconnaissance.**

The Tracking device must not be switched off at any time during Reconnaissance.

~~Each Driver and Co-Driver will be required to start and keep the Tracking App running at all times during Reconnaissance. Failure to do so will result in disqualification from the Event, with no refund of Entry Fee.~~

~~The Organisers will be monitoring Competitor Speeds throughout the Reconnaissance. Penalties for breaking the speed limits on Special Stages during the Reconnaissance are as follows:~~

~~1st Offence – Verbal warning from the Clerk of the Course~~

~~2nd Offence – Fine of GBP £25.00 per 1 mile per hour over the speed limit~~

~~3rd Offence – Disqualification from the Event, with no refund of Entry Fee~~

Penalties for Reconnaissance infringements will be at the discretion of the Clerk of the Course.

9.2.2 Reconnaissance Speed Limits

The maximum speed limit for competing crews on all special stages during Reconnaissance is ~~30 MPH / 50 KPH~~. **45MPH, unless specifically marked otherwise in specific Roadbook Sections.**

Competitors must comply with all National speed limits on all non-competitive road sections during the Reconnaissance.

9.2.5 Number of Reconnaissance Passes

Competitors may make a maximum of ~~TWO~~ **THREE** passes of each special stage during the Reconnaissance period. This applies even if a stage is used more than once during the event.

Each Crew can choose one day from a choice of three to carry out their Reconnaissance.

11.7 Installation of the Safety Tracking System

In association with Sporttraxx the rally will operate a GPRS safety tracking system that will enable the speed and position of each competing vehicle to be monitored and logged. Before the start, all cars will be fitted with a tracking device at the exit of Parc Ferme. The tracker will remain active throughout the event. This must be retained in the car until the finish of the event where it will be removed by the system providers. Further information will be available in the final instructions.

Should you retire from the event, please return your tracking device to Rally HQ.

~~Failure to return the tracker or returning the tracker in a damaged state will result in a GBP £300.00 penalty for replacement of the unit. If the tracking device is not returned or payment has not been made to the supplier for loss or damage, the crew will be reported to Motorsport UK under Article C.1.1.13 and your competition licences will be suspended until payment is made or the undamaged tracking device is returned.~~

A fully refundable deposit of £150.00 will be collected by the Organiser from each competitor for the Reconnaissance and Rally Safety Tracking and Timing Devices. This deposit is not included in the entry fee and is to be handed over at reconnaissance sign on. The reconnaissance tracker is to be returned to the organisers no later than when picking up decals at documentation. The deposit will be in the form of credit or debit card charge form - this will be destroyed at the end of the rally when competitors return the equipment in good condition.

3. NOISE TEST & MECHANICAL SCRUTINEERING.

Mechanical scrutineering and noise testing will take place between **14:30hrs & 21:30hrs on Friday 21st July at Philips Volkswagen, 58 Saintfield Road, Lisburn BT27 5BE**

No individual times for Scrutiny will be issued. There will be no Scrutineering outside of these dates and times. *The Scrutiny location can be found on the attached map.* Please note that crews taking part in the ceremonial start in Lisburn on Friday 21 July must ensure they go through scrutiny in plenty of time to take part in the ceremonial start which begins at 19:30 hrs. All cars must enter Parc Ferme following scrutineering. Those invited to the ceremonial Start will receive specific instructions that will authorise them to remove their car from Parc Ferme for the Start and they will return directly to Parc Ferme from the ceremonial Start."

All cars must be presented for Scrutiny at the appointed location. Please follow marshal's instructions when you enter the service area. There is a separate trailer park beside the service area. Under no circumstances are trailers permitted in the service area. All competing cars must be taken to Park Ferme as soon as they have passed Scrutineering. **All competing cars must be in Parc Ferme by 22:30 on Friday 21st July.**

Any competitor proposing to use an in-car camera **at any time** during the event **must advise the Clerk of the Course and the Event Scrutineer in writing of their intentions** and produce the notification (bearing your name and competition number) at Scrutineering. The camera installation must be completed before the car is presented to the Scrutineer, and the installation must comply with current Health & Safety Regulations. (In –car camera notification forms are available from the event Scrutineer and can also be downloaded from www.downrally.com)

Competitors must present all necessary documentation at Mechanical Scrutiny relating to the eligibility of their vehicles. Competitors who wish to use auxiliary lighting if the weather and lighting conditions deteriorate during the event must have any lights fitted for presentation at Scrutiny.

THE FOLLOWING MUST BE PRODUCED TO THE SCRUTINEER.

- An M (UK) or MI Rally Car Log book. (Any other document e.g. FIA passports, cannot be accepted)
- Homologation papers (if applicable.)
- Letter requesting to use in-car camera (if applicable)
- An SOS/OK board.

4, CEREMONIAL START

The organisers will select a number of crews to attend the Ceremonial Start in Lisburn City Centre at 19:30hrs on Friday 21st July. If you wish to be considered to attend please advise the organisers by sending an email to downrally@hotmail.com and include the word START in capitals in the subject line. Also if you do NOT want to be considered!)

5. DOCUMENTATION

There is no physical Documentation and signing on for this event, but competitors are required to ensure they have provided all requested documentation online and to have signed on for the event online BEFORE presenting their car to scrutiny, Competitor sign on is now available on Rallyscore.net. and is to be completed by both crew members. Any crew which has not done this will not be permitted to complete scrutiny.

Most crews have already submitted required documentation – any crews which have not done so already are requested to forward this to the entries secretary as soon as possible Documentation includes:

- Competition licences (front & back) for both crew members
- Club membership cards for both crew members
- Driving Licence (front & back & paper counterpart) for driver
- Road section insurance
 - Either – completed Marsh Insurance Declaration Form (copy on Sporty)
 - Or – details of your own road section insurance (Policy number and date valid)

6. RESEED

Any competitor seeking a reseed should send an e-mail to downrally@hotmail.com. Reseeding requests must be submitted by 12 Noon on Friday 21 Jul 22. Reseed requests should include the word RESEED in the e-mail title, and should include what position in the starting order you wish to be reseeded to. All requests will be dealt with reasonably.

7. SERVICE

Competitors are reminded that only one service van per entry will be allowed. All service vehicles must be in place **before 08:00hrs** on the morning of the event. Service area Risk management policy is included with these final instructions and service crews should be made aware of this. Competitors are specifically reminded that no stand alone petrol generators are permitted anywhere within the Service area – generators built into vehicles are the only ones allowed. Service vans will NOT be allowed into the service area before 1900 hrs on Fri 21 Jul as the service area is a working Council environment until that time.

8. PARKING FOR AUXILIARY VEHICLES USED FOR REMOTE REFUEL ZONE

Competitors are reminded that only 1 service vehicle per entry can be facilitated within the Service Area.

Parking for additional Auxiliary Vehicles used for transporting fuel to the Remote Refuel Zone is available at the Public Pay & Display Car Parks in Central Lisburn, a short walk from the Service Area. No Auxiliary vehicles will be permitted in the Service Area.

8. On behalf of Carryduff Forklift, Ballynahinch & District Motor Club and Rathfriland Motor Club we wish you a safe and enjoyable event.

Appendix 1: Location of Scrutiny, Parc Ferme and Trailer Park

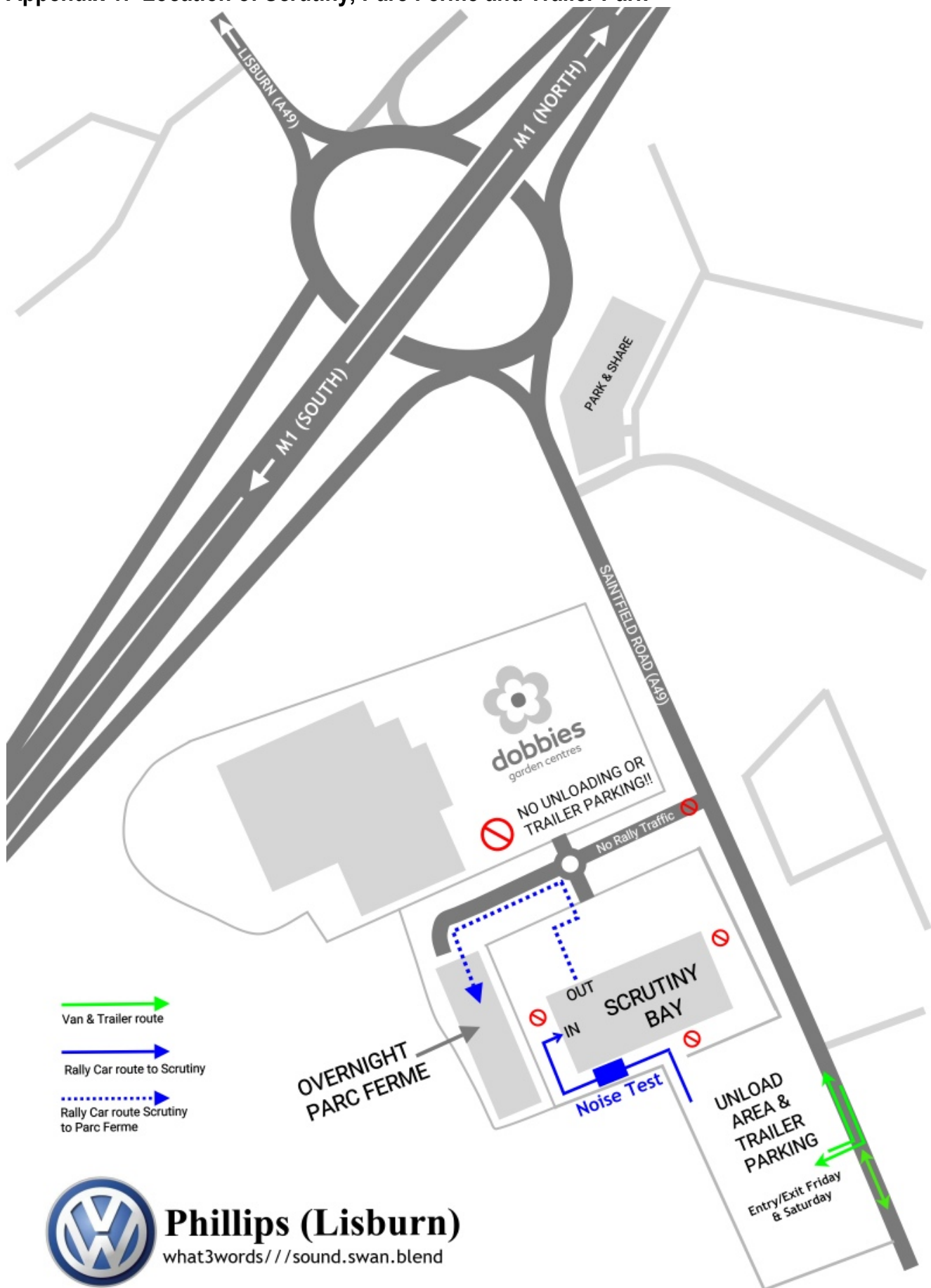
Appendix 2: Location of Service Area and Rally HQ

Appendix 3: Service Area Risk Management

Andy Gilmore
Clerk of the Course.

Tom Brown
Secretary of the Meeting.

Appendix 1: Location of Scrutiny, Parc Ferme and Trailer Park



Phillips (Lisburn)
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Appendix 3: Service Area Risk Management

NOTE: THIS SECTION OF THE SAFETY PLAN IS TO BE INCLUDED IN FINAL INSTRUCTIONS IN ORDER TO MAKE SURE THAT ALL COMPETITORS UNDERSTAND THEIR RESPONSIBILITIES.

Entrants, competitors and service crew members should be aware of their own and other people's safety and wellbeing, when competing in motor sport.

1. All entrants should have an environmental ground-sheet in place before work commences on the vehicle.
2. All service vehicles should have an environmental spill-kit, for use in the event of liquid spillage. (Competing cars should also carry such a kit.)
3. Fire extinguishers should be readily available at all times when vehicles are to be worked on, particularly in the event of any welding or grinding being carried out and when vehicles are being refuelled.
4. Vehicles should be supported by axle stands, chassis sill stands or ramps, all with recommended base plates, when raised in the air by trolley or any other type of jack. Engines should not be running when the vehicle is raised on stands. No other work on the car should be attempted, when raising or lowering of the car is taking place.
5. If re-fuelling is permitted in the Service Area, this should be the last operation to be carried out before the vehicles leave. The vehicle should be off any support stands, have all four wheels on the ground, have all other work ceased and have no occupants, when re-fuelling commences.
6. Ideally re-fuelling should be by hand pumping, rather than from hand held containers.
7. Spillage of any liquid should be contained immediately by the crew concerned.

Storage & Use of Petroleum Spirit

1. Containers should comply with the relevant British Standard, should be marked "Petroleum Spirit-Highly Flammable" and be kept from any source of ignition.
2. All empty containers should be removed from the venue after the event.
3. Petrol is to be used as fuel only, not for any other purpose.
4. All vehicle re-fuelling is to take place in the open air. A "No Smoking" area should be enforced, and an operative should be on standby with a fire extinguisher.
5. Refuelling operatives, including those standing by with fire extinguishers, should ensure they are wearing protective clothing, including gloves and eye protection.

Hazardous Substances

1. Some vehicle parts, for example brake & clutch linings, contain asbestos. Competitors are encouraged to use non-asbestos substitutes where possible.
2. Where asbestos is used, every effort should be made to prevent dust being released.
3. Some mineral oils may cause skin cancers. Where contact does occur, contamination should be washed off immediately. The wearing of any contaminated clothing should be avoided.
4. Other substances may cause ill health. Suppliers will have information about the possible effects of their products, on request.
5. It is strongly recommended that fuel should be transferred using a hand pump or closed spout and not using an open funnel or ton-dish (see E 1.18).

Electrical Safety

1. All electrical equipment should be maintained in a safe condition.
2. Extension leads & cables should be neoprene, oil resistant flexible cable.
3. All electrical equipment used externally should be weatherproof and tools should be "double" or "all insulated" against electric shock.

4. Electrical equipment and hand tools should not be used where flammable vapours are present.

Fire Precautions

1. All competition and service vehicles should carry a suitable fire extinguisher.
2. Special consideration should be made before lighting any cooking appliance.
3. All sources of ignition should be kept away from any fuel store or re-fuelling area.
4. Fire extinguishers should not be moved from their known location, other than when in use.
5. In the event of any fire, a report should be made to the organisers of the event before leaving the venue.
6. All entrants are encouraged to train their personnel in correct fire prevention and treatment procedures.

Compressed Air Equipment

1. Air blasts from overinflated tyres can cause severe injury. Tyres should not be inflated above manufacturers' recommendation figures.
2. Always stand clear when inflating tyres.
3. Compressors & air lines should be inspected regularly.
4. Compressed air cylinders should be stored and used to suppliers' recommendations.

General Working Practices

- All working areas should be kept clean & tidy. All waste & spillage should be cleared up immediately, removed by the entrant at the end of the event and disposed of in a responsible manner.
- Trailing cables & hoses should not be allowed to create a trip hazard and should not be run across access or roadways.
- Whenever vehicle engines are being run, adequate ventilation must be in place.
- All safety notices should be complied with.
- Any personnel carrying out work should ensure that they adopt safe working practices at all times.
- Service crews and competitors need to be aware of the long periods of exposure to cold, wet or heat, experienced while on location in service areas and dress accordingly.
- Children under 16 years of age are to be closely supervised and should not leave your designated area unaccompanied. They are children and as such are your responsibility!!

Noise

- Exposure to excessive noise may result in hearing loss, or other complaints. These may be short term, or after prolonged exposure, permanent.
- Where exposure to noise is unavoidable, ear defenders should be worn.

Manual Handling

- Lifting, carrying and propelling of loads by bodily force is a major cause of industrial injuries. All entrants are encouraged to train their personnel in safe manual handling techniques.

Waste

- Entrants should remove all waste from the venue, including containers, packaging, tyres, oils etc. They must be disposed of it in a responsible manner. Service Area Guidelines (2)

Vehicle Safety

- A 10 mph speed limit should be observed at all times in a Service Area, other than for Emergency Vehicles which may be attending an incident.

- There may be pedestrians in Service Areas. Special care must be taken in these circumstances, to avoid collisions.
- The unauthorised use of mopeds, motorcycles, scooters, go-peds, quads etc. is forbidden in Service Areas.
- Vehicles may only be driven by persons holding valid driving licences for that class of vehicle.

First Aid

- Any person sustaining injury or illness, should seek treatment from the event emergency services, by initially reporting to the Senior Official in charge of the Service Area, who will ensure the appropriate response.

Public Safety

- Entrants and their associated personnel should act in a manner so as not to put either themselves or any other person at risk of injury.

Reporting of Accidents & Incidents

- All accidents where any person sustains injury, or where damage to property occurs, should be reported immediately to the Senior Official in charge of the Service Area.

Further Regulations and Information

- Entrants are reminded of their obligations to comply with the requirements of the appropriate sporting regulations at all times. These Guidance Notes should be read in conjunction with all relevant regulations

a. Refuelling of Rally Cars

The organisers have made the following provision for refuelling competing Rally Cars, note that these provisions apply in the Service Area and also at the Remote Refuel area between Stages 2 and 3 and between Stages 6 and 7:

Self-refuel

The responsibility for controlling and co-ordinating the storage and dispensing of fuel still rests with the organiser; however, they have no direct control over the activity and therefore must pass the requirements on to the competitors / entrants. A risk assessment, safety plan and incident plan is required. The organiser has responsibility for monitoring safety.

Refuelling Risk Control – Self-refuel

The arrangements for bringing the fuel to site are the responsibility of the competitor / entrant.

- Fuel Containers of greater than 25 litres may not be moved around the site.
- Fuel for the use of a single rally car may be stored in or near a service vehicle provided that it is in metal containers not exceeding 25 litres capacity; not in direct sunlight; in a well-ventilated area; not accessible to the general public AND to deal with fire and spillage an appropriate number of fire extinguishers (dry powder and AFFF) must be provided.
- When refuelling a rally car in the service area the car being refuelled must be segregated from the public area by at least 5 metres and at least 5 metres away any other pit garages, service spaces / pitches, onsite buildings, adjoining properties or groups of people.
- Only authorised refuellers, service crew, competitors and named senior event officials are permitted to be nearby when a car is being refuelled in the Service Area.

- All fuel containers must be in a good state of repair, not leaking, securely sealed and appropriately signed 'Petrol – Highly Flammable'.
- Open funnels should not be used – either closed spouts or hand operated pumps designed to pump fuel should be used.
- Environmental protection – fuelling should be carried out on an impervious surface with either bunding or interceptor tank or a spill kit readily available.
- Appropriate personal protective equipment is worn by those dispensing fuel.
- Appropriate signage is in place to warn of the presence of flammable substances and the prohibition of sources of ignition
- The area used for storage of fuel must not be in direct sunlight.
- Any combustible materials or sources of ignition shall be removed from the refuel zone.
- Clear access & egress from the fuelling area shall be maintained at all times.

Self-refuel – Safety Plan, Incident Management

- The person in overall control of the Service Area (including refuelling) is Paul Conlon.
- In the event of a spillage or fire:
 - EVACUATE the immediate area
 - DEPLOY all available fire extinguishers
 - CONTACT Rally Control (07825 066941 or by Radio) or call 999 to mobilise Emergency Services