

# YIC Starter TOOLKIT



**Essential for the professional and guaranteed success!!**



## The Yard Information Package

**This is an information package that the yard provides to the interior subcontractor.**

A yard information package contains the construction specifications, technical specifications, and coordination drawings, such as the general arrangement plan, structural fire protection plan, safety plan, etc. It also includes all information required from other disciplines and regulations. Drawings from construction, piping, electrical, ventilation, etc., and information about all equipment (doors, appliances, built-in items, etc.).

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### Which documents can you expect in a Yard package

- Planning
- Building specification: or a portion thereof
- Technical specification: of the work that needs to be outsourced
- General arrangement plan: approved by the owner
- Standard details and work procedures from the yard
- Overview drawing or list with room codes/block numbers/sections
- NetSpace or Box drawings: drawing or model showing the maximum available space per interior space
- E-browser: this is a simplified 3D model of the yacht in which all input from the various disciplines has been incorporated, including information on how to view the e-browser model
- Ceiling and dome plan: drawing showing net ceiling heights and the position of the domes
- Door and hatch plan and/or a list containing the following information: door number, class (A, B, C, or decorative), electric/manual, door closer, window, drop sill, connection to alarm system, etc.
- Equipment information (drawing and/or list): providing detailed information per space about each appliance/electrical item in that space, such as a detail sheet, dimensions, electrical information, plumbing information, connection data, etc.
- Safety information: structural fire protection plan, escape route plan, safety plan (location and type of safety items), detail sheets and an image of each safety item
- Porthole and window plan: top view and elevations of all portholes/windows, numbering of windows/portholes and details
- Exterior doors/hatches: information about all exterior doors and hatches providing access to the interior, such as swing or sliding door, manual or electric, brand, type of finish, detail drawing of each door/hatch



- HVAC information: ventilation plans, drawing showing cm<sup>2</sup> of air volume for supply, exhaust, recirculation, and overpressure. Principle details of plenum boxes and/or fan coil unit integration
- Hi-fog plan: Class/Flag approved plan showing the position and type of hi-fog and/or sprinklers used
- Insulation plan: details and execution of the insulation to be used and the location where these details should be applied
- Service hatch plan: overview drawing showing all required access points from the interior (think of access to shut-off valves, fire dampers, control valves, filters, junction boxes, etc.)
- Construction drawings: 3D model and/or 2D construction drawings
- Piping drawings: 3D model and/or 2D drawings
- Electrical information: plans showing the location and type of electrical installations, material book, detail sheets of all items, samples if relevant
- Audio/video/IT information: AV/IT list with all items and detail sheets of all items. Samples if relevant
- Lighting information: this can also include lighting that is not part of the design package. Overview of the lights used, such as images, brand, location, type, finishes, quantities, supplier information, etc. Samples if relevant
- Overview of owner supplies: overview of all items supplied by the owner. Images, brand, location, type, finishes, quantities, weight, etc.

## Checking the Information Package

Once the above-mentioned information has been provided, it is checked for completeness. Are the drawings finished and approved (For Engineering or Approved) or is it a preliminary version?

In the latter case, it can be determined in consultation how to proceed or whether the information should first be completed.

The interior subcontractor preferably only starts work once the package is complete for one or more areas. It is often not possible to receive the entire package complete at once, especially not for larger projects, as these are engineered according to the building sequence.



## The Design Package

### Creating a luxury yacht interior: a custom process from initial sketch to final design

For every luxury yacht interior, a unique design is created. This means that a designer develops an interior that is not only yacht-worthy but also complies with all regulations and meets the owner's wishes and requirements. It always starts with a concept, which is later refined into a final design.

An essential part of this concept phase is the "functional description": a document in which all specifications, wishes, and requirements are recorded. Through intensive discussions with the owner, the yard, and the owner's team, the designer forms a clear picture of the desired end result. With this information, one or more concepts are developed.

Is the owner satisfied with the chosen concept? Then it is further elaborated in detail into the final design.

The final design is delivered as the "Design package".

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### Which documents can you expect in a design package

- **Renders**
- **Moodboard(s) and samples**
- **Typical details**
- **Material list with material codes and descriptions of the materials**
- **2D space drawings: floor plan, ceiling plan, and elevations**
- **Or a 3D model of the space**
- **Hardware selection**
- **Sanitary ware selection**
- **Lighting selection**
- **Electrical selection**
- **Audio/Video integration**
- **Curtains, sun protection, and/or blackout systems selection**
- **Indication of loose furniture**



## Checklist Design package:

- Is the package complete (see the points from page 1)
- Has there been a kick-off meeting where the designer explained the design
- Are there renders of all (agreed upon) spaces
- Are there samples of all selected materials
- Are all materials properly described: Name, material code, description, finish, and color
- Is it clear where the materials can be obtained: supplier info
- Are there floor plans, ceiling plans, and elevations for all spaces
- Are all materials indicated on these plans or on the renders
- Has a hardware selection/range been determined: Brand, type, finish, supplier...
- Has a sanitary ware selection/range been determined: Brand, type, finish, supplier...
- Has a selection/range been determined for the cover plates of outlets and switches: Brand, type, finish, supplier...
- Have lighting plans been created or is the lighting indicated on the space drawings
- Which lighting has been selected: Brand, type, finish, supplier...
- Is the audio/video indicated on the space drawings
- Are the curtains and/or other sun protection indicated on the NetSpace drawings
- Which curtains and/or other sun protection have been selected: Brand, type, finish, supplier...
- Has a list been made of the loose furniture: If delivered by yard or IOC, per item description, supplier, type, finish...



## Samples and Mock-ups

Samples and mock-ups are used to determine the correct quality and execution in advance, based on the materials and design selected by the designer. An approved sample or mock-up is an important quality benchmark. Defining SMART quality requirements for the interior is very difficult. Creating samples and mock-ups is a good solution for this.

A mock-up is a 1:1 component of the interior or exterior, made from the selected materials. Executed and finished according to the specifications.

Mock-ups are created for various purposes. They must be clearly defined before they are made. They serve, among other things, to:

- **Check the quality of the woodwork and veneer selection**
- **Check the quality of the lacquer work**
- **Verify that the design is being interpreted correctly**
- **Give the owner an impression of what they can expect**
- **Examine and develop the design details by the manufacturing company**
- **Demonstrate the feasibility of certain details**

In collaboration with the designer and the owner's representative, it is decided which mock-ups will be made and the purpose of each mock-up is defined. A drawing is made for approval of each mock-up.

This approved drawing is used for inspection/verification of the completed mock-up.

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## Execution of Samples

A sample is desired for all materials to be used. Consider the following materials/items: wood, glass, lacquer, fabric, metal, leather, stone, special finishes, hardware, electrical articles, lighting, etc.

It is customary for a sample to be A4/A3 size, or otherwise a size agreed upon between the parties involved. For an item such as a door handle or faucet, the size speaks for itself.

All samples must be labeled with at least the following information:

- **Project number**
- **Unique material code**
- **Material description**
- **Finish (if applicable)**
- **Space for signature**
- **Space for (brief) comments**



## Checklist Sample Execution:

- Wood sample:** an A4/A3 sample of all different wood types and finishes. Often, in addition to the A4/A3 sample of the most common wood type on board, a panel is also made at maximum height/width to show the selection/variation and execution of the veneer. Sometimes also provided with a solid wood strip on the side to show that the color/finish of veneer and solid wood match well
- Fabric/leather:** for a specific pattern/weave larger than A4/A3, the fabric sample must contain at least one complete pattern
- Stone:** the sample may be smaller than A4/A3 format due to weight issues. The actual stone slabs will be selected in a separate stone selection at the stone companies/stone suppliers
- Carpet:** the size of the sample is determined by the pattern used, the colors, and the details
- Hardware:** actual types must be shown to check quality, finish, and functionality. Think of a drawer pull, door handle, lock, hinge, etc.
- Electrical:** actual types must be shown to check quality, finish, and functionality. Here, samples of the cover plates are sufficient to check the correct finish/color. These samples are often also needed for production
- Sanitary items:** actual types must be shown to check quality, finish, and functionality. Faucet, accessories, washbasin, etc.
- Blinds and curtains:** show examples of the fabrics used, embroidery details (if applicable), but also guide profiles, end profiles, etc. Make a mock-up if necessary to demonstrate functionality. This is often done for sun protection for curved windows
- AV and IT samples:** determine in consultation which samples you need to show. It is sometimes possible to view these articles at a supplier. Speaker, iPad, subwoofer, TV lift, etc. These samples are often also needed for production



## The Assembly Drawing

**An assembly drawing consists of a floor plan, ceiling plan, and elevations. These drawings show the main dimensions, all materials are labeled, and all integration items are indicated. A separate assembly drawing is made for each interior space.**

To create a proper assembly drawing, you need the correct starting information. This consists of at least:

- an approved design package;
- an information package from the shipyard;
- approved principle details;

Together, these comprise quite a few drawings and documents that you need to store in an organized manner so you can easily find them when you need them again.

### What information can be found in which package?

- **Design package:** here you'll find everything related to the design: colors, design details, materials, etc. Information about the selected sanitary and hardware items. And of course samples and/or mood boards of the materials to be used.
- **Shipyard package:** this contains the construction specifications, technical specifications, and coordination drawings, such as general plan, structural fire protection plan, safety plan, door plan, insulation plan, room names and numbers, etc. Here you'll also find all information needed from other disciplines and regulations. Drawings of construction, piping, electrical, ventilation, etc., and information about all equipment (doors, appliances, built-in items, etc.).
- **Principle details:** the structure and construction of the most common interior details are worked out. Which details are developed is indicated on a list, so you can find what you need.



## What is shown on an assembly drawing

- NetSpace: base floor, base wall, and base ceiling incl. AC boxes;
- Construction and piping;
- The contours of the finished walls and furniture;
- Wall panels: including material indications and connection details;
- Furniture: outer contour according to the design, detailing according to the principle details;
- An elevation of each wall in the space;
- Ventilation data: the cm<sup>2</sup> of supply, return, overpressure, or exhaust air;
- All visible integration items: hanging and closing hardware, sanitary, electrical items, AV/IT items, lighting, and other equipment;
- Dimensioning: dimensions to centerline and reference line, floor height from the baseline, ceiling height, and dimensioning of the position of integration items;
- Doors: all doors with the clear opening dimension of the door;
- Windows or portholes: including the connection of the interior to the windows or portholes;
- Floor finish: type of floor finish, plank layout, border, joints in the floor panels;
- Opening direction of doors and drawers;
- Doors and hatches to items located behind the interior but must remain accessible;
- Material indication of all materials;
- Material legend;
- Legend with explanation of the symbols used.



## Checklist Assembly tekening:

- Is the information package complete (see the points from page 1). You can also note these points separately and check them off one by one.
- Has there been a kick-off meeting where the design principles/starting points were explained.
- Is the material list clear: no duplicate codes, correct description
- Are all rooms or all different types of rooms named in the package
- Shipyards often have their "own way" or preference for how the assembly drawings should look. Request an example before starting to avoid misunderstandings later.
- Check one by one whether all points as mentioned on page 2 have been incorporated. Here too, you can choose to note these points separately and check them off one by one.
- Is the layout neat and clearly organized
- Are there reference lines on the drawing (centerline, reference line, height line)
- Is the title block correct and completely filled in
- Have a colleague also check the drawing before you send it out.



## The Production Drawings

**Productietekeningen dienen als belangrijke documentatie voor het productie- en installatieproces. Ze kunnen worden gebruikt voor kwaliteitscontrole, naleving van regelgeving, bij installatie aan boord en als referentiemateriaal voor toekomstige productie of onderhoud.**

Production drawings serve as important documentation for the production and installation process. They can be used for quality control, regulatory compliance, installation on board, and as reference material for future production or maintenance.

A production drawing is a detailed technical drawing that contains all the information needed for the production of a specific component or product. Production drawings provide detailed information about dimensions, tolerances, materials, and other technical specifications required for fabrication. This allows the producing parties to work accurately and ensure that the final product meets the required standards and specifications.

They also function as a communication tool between engineers/work preparers, the people on the shop floor, and the installation crew. They translate the design concept into a drawing that is understandable for the people responsible for production and installation. This helps prevent misunderstandings and ensures a smooth transfer of information.

On a production drawing of an interior item, you can find the following things:

- **Overview drawing:** often at a scale of 1:10 or 1:20 with a top view, front view, and side view. For each view, the overall dimensions are indicated and the materials, material direction, and cross-sections are shown.
- **Cross-sections:** consisting of a horizontal cross-section, a vertical cross-section, and if necessary, a longitudinal cross-section. For complex items, there may be multiple horizontal, vertical, and longitudinal cross-sections shown to display certain details or constructions.
- **Details:** specific components are shown separately in detail, often at scale 1:1 or 1:2, to clarify what the exact dimensions are or how to make it. This can also be a detail of a metal component.



## Start information

To start a production drawing, the correct information must be available. These are the following documents:

- Approved assembly drawing of the space to which the item to be developed belongs
- Approved principle details
- Approved samples and mock-up (relevant for the item you are going to develop)
- Preliminary weight calculation that falls within the weight budget
- Control measurement on board

Review this information and make sure you understand what it says. If not, ask for clarification. Check it for completeness. If you are already missing things now, you can ask for them, which will save you time in a later phase.

## Working Method

**Template:** Start with a production drawing template in which as many agreed-upon matters as possible are already defined, as mentioned above. Think of layers, plot style, text types, stamp, etc. Save this template under the name of your drawing.

**Reference:** You can use the assembly drawing as a reference. It already contains the outer contours of the item you are developing. The assembly drawing defines all materials, as well as all visible integration items and equipment to be built in.

**3D model:** Sometimes a 3D model of the space is also available. It is highly recommended to view it as well. This gives a good impression of what is intended.

**Principle details:** Use those details from the principle details that are relevant for your item. It is wise not to randomly copy everything and paste it into your drawing. Search for what you need and add only that.

**Design input:** Additionally, it is wise to also review the supplied design information. This often includes renders or sketches that give you an impression of what the designer has in mind. This information is only informative and not leading. The documents mentioned under starting information are leading.

**Demarcation:** Determine, possibly in consultation, what belongs to the item you are developing and what does not. Make sure you also know what does not belong to your drawing and where it does belong. Should you want to know more information about that item later, you can look it up. Determine, possibly in consultation, the details of how your item should connect to another item. Is extra length needed or must it be exactly to size.



**Integration items:** Make a list or collect all information about the integration items of your item. This includes hanging and closing hardware, sanitary ware, equipment, outlets, switches, lighting, etc.

**Construction:** Make a sketch or 3D model of the item. Think about which components you want to build the item from. If it is, for example, a piece of furniture, start with the baseboard and cabinet frame. Add the finished panels later. When constructing, take into account a number of things:

○ **Weight:** Do you stay within the weight budget? Weight also plays a role in moving the item during production and installation.

○ **Dimensions:** Can you bring it on board to the desired location? What are the maximum dimensions possible for the item in question? This depends on the location on board. Is it furniture for a large salon that is easily accessible via a large sliding door, or a cabinet in a space that is only accessible via stairs and a narrow hallway?

But also the material used has a maximum dimension. Or the space for transport has a limited dimension.

○ **Finish and materials used:** Are different materials used? Should these remain demountable (for example, upholstered panels), or do they have a different finish, requiring them to be sprayed separately?

○ **Machining operations needed to produce the item:** Choose constructions that are feasible. If all goes well, the principle details already made will help you along the way.

○ **Integration items:** Check whether the integration items can be incorporated into the item or whether an adjustment to the construction is necessary.

**Views:** Now that you have done the preparation, the actual drawing can start. This begins with drawing a top view, front view, and side view.

**3D:** If you do everything in 3D, you have already made a model of your item at the construction stage. These views or this 3D model have exactly the same outer dimensions as those drawn on the assembly drawing. Now you determine which cross-sections and details you think you need. You indicate these in a logical manner. Often this is with a letter and/or number.

**Cross-sections:** After determining the cross-sections, you can develop them. Place them as much as possible in a logical way above/below or next to each other, so that you can easily transfer lines. If you work in 3D, this is not relevant; then you make the model accurate and you can section it wherever you want.

**Details:** If necessary, you can extract specific details from the drawing and provide them with more information or further dimensioning.

**Dimensioning and texts:** Finally, you add dimensions and text to the cross-sections and details where necessary. Make sure that each dimension is indicated with a dimension line and not as text. Should you have to make a change later, the text will not change automatically.



**Layout:** Now that all views, cross-sections, and details are ready, you lay out the drawing. Often an agreement has been made about the location of the views and the scale (usually 1:10). The cross-sections are often at scale 1:5 or 1:2 and the details at scale 1:1.

Divide your drawing clearly and determine well in advance where you want to place what. Use multiple sheets if necessary.

After the layout is ready, you can fill in the stamp. Sometimes there is a note above or next to the stamp. Above the stamp is often the legend with the explanation of the symbols used or the description of the material designations.

It may also be that you need to add a description of how certain components should be assembled or disassembled.

## Checklist Production Drawing

When you are finished with your drawing, you can first perform a check yourself to see if the drawing is complete and clear. You can use a checklist for this. To get a good drawing, check whether the following matters have been processed and/or displayed correctly.

- Materials:** Compare the indicated materials with the approved assembly drawing. Is the sheet material used available? Often a choice must be made from a list compiled by the producing company. Do the materials used correspond with the list and are they used for the correct application?
- Dimensioning:** First compare the main dimensions with the assembly drawing and then the main dimensions of the views with the cross-sections. If these match, the outer dimension is correct. Now you can check per component whether you can find the total dimension of that component. If this is the case, check whether you can find all detail dimensions of cutouts, rabbets, profiles, etc.
- Construction:** How many components does the item consist of? Which components are attached to each other and what should remain separate? Is this indicated correctly and clearly? Are the constructions feasible? Can the components be made by machine? Can you assemble the item in the indicated manner? And not unimportantly, do the dimensions of the components fall within the available sizes in which the material is available (think of the maximum dimension of sheet material)?
- Layout:** Is the layout of the drawing according to the 'standard' agreements? Is the stamp filled in correctly? Are the cross-sections and details displayed correctly with the correct letters/numbers? In the case of multiple sheets, is this indicated correctly?



The points you check can be made as detailed as you wish. It is wise to have someone else check your drawing as well. After the check, you can update any comments and the drawing is ready. Often it is then given a status: ready for production.



## Checklist Inspections On Board

**All interior spaces on board are inspected separately before they are delivered and handed over to the owner.**

Before you deliver a space to the owner, a thorough inspection is first carried out by the interior builder and the yard. Only when this inspection has been completed and all outstanding items have been delivered to the satisfaction of both parties is the space offered to the owner. In most cases, they will also conduct an inspection to see if everything has been made and functions according to the agreements made.

The basis for the inspection are the approved drawings (assembly drawings), the approved samples and mock-ups, and the inspection lists (this is a list indicating what needs to be inspected). This information must be available during the inspection to be able to compare or consult if necessary.

### **With these documents you can check the following:**

- Has the design specification been followed regarding the use of materials and finishes?**
- Have the correct materials been used as specified by the designer and/or the yard?**
- Sometimes comments have been made on the mock-ups/samples. Have these been implemented correctly?**
- Is the space neat, clean, and free of protective material, dust, and glue marks on ceilings, walls, and furniture?**  
**Note: also check the inside of cabinets or storage spaces, or above the ceiling and/or behind the walls.**
- Are ceiling panels and ceiling moldings installed straight and mounted flush relative to the other ceiling panels?**
- Are all joints between the ceiling panels according to the agreed width and consistent in terms of dimensions?**
- Are the finished walls placed straight and flush and are they installed as agreed (for example, demountable or glued)?**
- Are all upholstered panels installed removably? If not: was this agreed upon?**
- Are the connections from wall to ceiling, wall to wall, wall to furniture, wall to floor, and furniture to floor all closed? Are there no gaps or open seams?**
- In the bathroom, are the (finished) walls, the connection from wall to ceiling, the connection from wall to floor all sealed (watertight)?**
- Are the furniture items executed according to the production inspection, is all hardware installed, are the hanging joints around drawers and doors according to specification?**



- Is the furniture in which equipment is built in properly finished? Is the equipment neatly installed and secured in a seaworthy manner, are there no cables, piping, and/or insulation visible?
- Do the doors meet the fire class requirements (A-class/B-class self-closing, unlocking, etc.)? If the doors are concealed behind a hatch, are the hatches functioning properly? Is the space behind the hatches finished? If not: was this agreed upon?
- Is all door hardware installed and according to specification, are the hanging joints according to specification?
- Is the finished floor laid according to specification (flat, joints, sealant, finish, structure and/or grain direction correct)?
- Are all sanitary facilities installed and commissioned (toilets, washbasin faucets, showers, and baths)?
- Are all sanitary accessories installed?
- Are all works on technical and/or electrical panels (for example, distribution boxes, electrical panels, control boxes) completed?
- Are all spotlights or other lighting installed and working?
- Are all outlets, light switches, etc. (including cover plates) installed and working?
- Are all other lamps installed and working?
- Is all AV equipment installed and programmed (speaker, TV screen, projector, etc.)?
- Is all other equipment installed (cameras, monitors, computers)?
- Is all built-in equipment neatly concealed or provided with a passe-partout/frame, according to the approved drawings?
- Check the functionality of doors: opening and (self) closing, door closers, door stops, door magnets, electric locking systems, etc.?
- Check the functionality of the window decoration: opening and closing of curtains, sun protection up/down?
- Check the shower rooms for watertight installation of doors/window covering, water drainage, functionality of floor valves in the showers. Is the trap accessible and can it be cleaned?

If desired, you can supplement the inspection list with additional inspection points as needed.