

## Things to check before you leave

Equipment Checks (Tested and Ready for Use)	Remarks
Engine checks: oil level, filters (racor, seawater), cooling water level, belt tension, no oil spillage	
Engine operation checks: rhythmic throwing of cooling seawater overboard, RPM/ROT indicators, forward and astern gears, emergency engine stop checked	
Steering checks including linkage system and helm operation from hard-over to hard-over	
Rudder position indicator, wheel center marked with a tape	
Emergency steering checks	
Sails checks for damage, telltales for trimming attached (mainsail, genoa), lines marked as required to indicate common positions (e.g. reefing points)	
Arrangement for downwind sailing prepared (boom preventer)	
Autopilot checks: no oil leaks, on/off, different modes	
Visual check of all compasses (main and spare)	
Compass deviation card available for every compass in the cockpit	
Navigation lights, shapes and sound signals	
Bilge checks, bilge pumps working	
Life Saving Equipment checks, e.g. liferaft, horseshoe, lifesling, lifering, retrieving gear, EPIRB and SART (monthly), MOB AIS etc.	
Anchor operating and tied off to avoid accidental deployment	
Jackstays including lashing checks	
Standing and running rigging checks including winches, figure 8 at the end of running lines tied (except spinnaker halyard)	

Echo sounder checked against actual depth using hand leadline	
GMDSS equipment checked: VHF/MF, Sat Coms, Navtex etc.	
AIS checks: receiving and transmitting, voyage data updated and correct	
Radar checks: Performance Monitor, VRM against radar rings, ELB against compass bearing, heading marker alignment, blind spots and shadow sectors	
Ancillary navigation equipment ready: binoculars, hand bearing compass, barometer, wind indicator, search light	
Chart plotter setup, charts updated	
GPS position indicated	
Fridge and freezer working	
Thrusters working	
Grab-bag prepared	
Logbooks prepared including last log reading and engine hours	
Strap in the galley for cooking in rough weather prepared	
Lee cloth in upper bunk bed for sleeping in rough conditions prepared	
Synchronize watches with atomic clock for celestial navigation	
Tender / dinghy secured or stored below deck	
Water freeing arrangements and scuppers cleaned	
Deadlights and storm shutters fitted if available	
<b>Consumables</b>	<b>Remarks</b>
Fuel level: ..... L	
Spare fuel canister(s): ..... L	
Gas bottles: .....	
Battery level (consult battery voltage chart), example for lead-acid:	

12V system: 11.5V – fully discharged, 12.1V – 50%, 12.6/8V – fully charged, 13.2/4 – charging 24V system: 23.1V – fully discharged, 24.1V – 50%, 25.3V – fully charged, 26.7V – charging	
Water tanks: ..... L Bottles / Jerry cans ..... L	
Food	
<b>Passage Plan</b>	<b>Remarks</b>
Weather forecasts obtained	
Berth to berth passage plan prepared and suitable with regards to the crew and ship, with the route plotted on up to date and appropriate scale charts (official paper or electronic)	
Pilotage out of port, port of refuge and into destination port prepared	
Passage plan briefed	
Up to date charts and nautical publications available and corrected with the latest Notices to Marines	
Next port pre-booked if necessary	
Pre-arrival documentation completed and sent if applicable	
<u>C1331</u> – any country departure procedures met	
Emergency contacts programmed in personal phones and Satcom devices, e.g. contact ashore, nearest MRCC centres en route etc.	
Navtex stations and messages programmed	
Sat–C EGC SafetyNet MSI messages programmed	
<b>Miscellaneous</b>	<b>Remarks</b>
Watch rota, watchkeeping duties and rules established	
Safety briefing conducted	
Safe manning checked	
Vessel in compliance with the condition of assignment	

Stability and load line marking in acceptable condition (enough reserved buoyancy)	
Standing Orders: understood and signed by each crew member	
Crew passports collected and stored in grab-bag before longer passages	
Photo of documents taken (ship's papers and insurance)	
Meals for the next days prepared if difficult conditions are expected	
Personal: seasickness medications taken if needed	
Ensign / racing pennant raised	
<b>Just Before Slipping the lines</b>	<b>Remarks</b>
Sails prepared based on predicted weather and ready to hoist (remove mainsail cover, prepare halyards, etc.)	
Water tanks topped up	
Rubbish discharged	
Navigation table ready (publication and charts ready)	
Loose items below and on deck stowed and secured	
Watertight integrity: all hatches, watertight doors, portholes, and openings below the freeboard closed	
Vents and air openings closed as appropriate	
All doors locked/secured	
Gimballed stove and over door latch locked	
Navigation and GMDSS equipment turned-on: VHF/MF, Radar, chart plotter etc.	
Navigation lights turned on if needed	
Safety knife prepared on deck to cut things loose in a crisis	
Handheld VHF in the cockpit turned to channel 16 and any required channel for the pilotage (Harbour/VTS)	
Binoculars in the cockpit ready to see more clearly	

A way to quickly wake up or alert the rest of the crew in an emergency prepared (e.g. a fog horn or loud whistle near the helm)	
For night sailing: headtorch, harness, and tethers prepared	
Emergency search light in the cockpit ready to be able to draw attention or look for navigation marks at night	
Close the gas shut-off valve	
Water pump turned-off before long passages (turn-on only when needed)	
Shore power disconnected	
Gangway stowed	
Guardrail gates closed and snap shackles taped	
Engine ready and throttle checked in forward and reverse	
Helm operating (not locked)	
Check all crew on board	
Everyone in life jackets and with appropriate clothing and sun protection	
Departure maneuver briefed	
Lines prepared for slip	
Fenders prepared	
Permission to leave from harbour obtained (VHF) if required	
Coastguard informed about the passage plan if needed	
Lookout at the bow posted if clear view may be obstructed	
Mooring stations manned and ready	
Stowaway/security search completed	
Message family (can be done once underway before losing signal)	