

Offshore Preparation Checklists

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Boat Characteristics

- Strong hull, deck, cabin, hatches & port lights
- LOA 35 feet or more
- Long keel or skeg mounted rudder
- Recent survey & corrections
- Heavy duty standing rigging
- Spare Halyards
- Cruising Spinnaker
- Whisker Pole
- Storm Trisail
- Boom Gallows or Crutch
- Sails under 5 years old
- Sea Berths with Lee Cloths or Boards
- Storm Shutters.
- Hatch Locks & Ventilator Plugs.
- ISAF Regulations

Additional Safety & Emergency Equipment

- Abandon Ship:
 - Raft, 406 EPIRB & Water Jug.
 - Grab Bag & Medical Kit.
 - Flares, VHF Radio & GPS.
- Jacklines, Harnesses, PFD's, Personal Strobes.
- MOB Horseshoe, Pole, Strobe, Lifesling & Throwrope.
- EXTRA Fire Extinguishers.
- EXTRA Bilge Pump.
- Sea Anchor, Drogues & Warps.
- Spare Standing Rigging & Bolt Cutters.
- Tools (Mechanical, Electrical & Carpentry).
- Emergency Nav Lights.
- Bos'n Chair.
- Sail Repair Kit & Materials.
- Plywood & Timbers.
- Fins & Mask.
- Spare Winch Handles.
- Spare Tiller.
- Halogen Floodlight.
- Spare Companionway Boards.

Crew Selection

- Competent sailors over 30 feet
- Previous offshore experience
- Seasick resistant
- Adverse conditions (night, fog, squalls)
- Heavy weather skills
- Repair skills
- Navigation & weather skills
- First Aid & CPR skills
- Leadership, Organization & Decision Making

Crew Preparation

- Personal equipment, packing & stowage
- Yacht orientation & inspection
- Sail handling
- Underway routine & watch keeping
- Navigation & weather prep
- Storm procedures
- Emergency procedures

Emergency Procedures

- Accidental Gybe
- Man Overboard
- Fire
- Flooding
- Rig Loss
- Steering Malfunction
- Abandon Ship
- Injured Crewmember

Captain

- Overall in Charge.
- Safety of Ship & Crew.
- Sailing & Route Strategies.
- Final Decision Maker

Navigator

- Position Tracking.
- Weather Tracking.
- Radio, Radar & Electronics.
- Sailing & Route Options.
- Ship's Papers & Logs.

Engineer

- Mechanical & Electrical Equipment.
- Hull Integrity.
- Fire Fighting.
- Maintenance & Repair.
- Tools & Spares.

Boatswain

- Masts & Rigging.
- Sails, Spars & Running Rigging.
- Anchors & Drogues.
- Deck Hardware & Safety Gear.
- Maintenance & Repair.
- Tools & Spares.

Emergency Coordinator

- Abandon Ship Equipment.
- Man Overboard Equipment.
- Emergency Signaling.
- Procedures & Crew Training.
- Ship's Stores & Provisions

Navigation Prep

- **Ocean Pilot Charts**
- **Ocean Navigation Charts**
- **Departure & Arrival Charts**
- **Alternate Port Charts**
- **Log Books**
- **DMA Plotting Sheets**
- **Pilot Books**
- **PUB 117- Radio Aids**
- **Compass, Distance Log & Depth Sounder**
- **GPS**
- **Sextant & Time Standard**
- **Almanac & Tables**
- **Light Lists**

Download Light Lists

- **www.nga.mil/portal/site/maritime/**
- **Choose Publications:**
 - **USCG Light List**
 - **NGA List of Lights**
- **Choose MODU**

Weather Forecasts

Before Departure

- **Internet Weather Fax & Text**
- **Tropical Storms**
- **Track & Compare with actual**
- **TV Weather Channel**

Float Plan

- **Boat Description**
- **Radios; EPIRBS**
- **Life Raft Type**
- **Crew Names & POC**
- **Emergency POC**
- **Departure Time & Location**
- **Destination & ETA**
- **Planned Route**
- **Leave it with a friend ashore**

Underway Routines

- Watch Procedures
- Safety Drills at Sea
- Navigation
- Logbook
- Plotting Sheets
- Weather Tracking

Watch Duties

- **Maintain required Course & Speed**
- **Watch for other vessels & obstructions**
- **Monitor sails, rigging, engine, steering gear, deck equipment & nav lights**
- **Hourly safety check of bilges, heads, stove, interior lights & battery voltage**
- **Hourly complete logbook tabular data**
- **Logbook entries of significant events & time**
- **Obtain Weather Reports; record in logbook**
- **Update DR end of Watch**
- **Notify Captain if...**

Notify Captain If

- **Passing ship will come within 3 miles**
- **Barometer drops 5MB or more in one hour**
- **Significant change occurs in wind direction, strength, cloud cover or sea state**
- **Bilge water level increases**
- **Mechanical, electrical or rigging problems occur**
- **Unable to hold course as ordered**
- **Unable to maintain 4 knots boat speed**
- **You are in doubt about anything**

Weather Tracking at Sea

Near Shore

- NOAA Stations on VHF
- NAVTEX, 518 kHz.
 - Text; Automatic.
 - 200 to 300 Mile Range.
 - Numerous Shore Stations.

Long Range

- Radio Fax
- Single Sideband Radio:
 - USCG (such as NMN, Portsmouth, VA).
 - WWV, Fort Collins, CO.
 - Southbound II (Herb 12359.0).
- Laptop Computer:
 - HF & Fax Frequencies.
 - Satellite Signals.
- INMARSAT- Satellite Signals

DMA Pub 117, Radio Navigational Aids.