

**PENTAGON SAILING CLUB (PSC)  
YACHT CHARTER CHECK-OUT CHECKLIST**

BOAT NAME: \_\_\_\_\_  
 BOAT TYPE: \_\_\_\_\_ ENGINE CRUISE RPM: \_\_\_\_\_  
 BOAT LENGTH: \_\_\_\_\_ TYPE/GRADE OF FUEL: \_\_\_\_\_  
 DRAFT: \_\_\_\_\_ SLIP NUMBER: \_\_\_\_\_

**PROVIDE CHARTER COMPANY A LIST OF DEFICIENCIES PROMPTLY.**

Review the Charter Company's inventory list and check-out list. You may be liable for items that are not found when you check in, so be careful what you indicate as on-hand when you check out.

**BOAT PAPERS AND CERTIFICATES** (Where kept; are they current?)

- Registration, USCG Documentation, Radar and EPIRB Licenses, Oil Pollution & Trash (Marpol) Placards, and if going into international waters: VHF Radio License, Customs Cruising Papers, Passports, etc.

**KEYS** (What needs keys; where kept; any EXTRAs?)

- Engine - Cabin - Lockers - Cabinets
- Deck keys for opening Fuel, Water, Power, and waste deck plates.

**HULL DAMAGE** (Look around)

- Bow, Stern edges, Freeboard, General condition.

**STANDING RIGGING** (Look around and up)

- Shrouds and Stays: Properly tensioned, understand backstay adjuster.
- Turnbuckles and Chain plates: Good shape, cotter pins in, not chafing.
- Mast: Not unduly bent fore and aft, not bent to either side, hardware O.K.
- Check antennas straight, free movement of wind indicators (windex, telltales), radar reflector?

**RUNNING RIGGING** (Check condition/location of each)

- Sails: Inventory sails, sheets for each, shackles intact, general condition.
- Furling, Reefing Systems: Understand operation; location of lines, ties, cleats; Check operation. If roller reefing, check pivot points. Is line to roller frayed; will it bind or jump roller? Is spinnaker halyard away from roller reefing system at top of mast—so it won't bind? Try it!!
- Main Reefing: Does it run free? Are the first and second reef lines ready to use?
- Deck Hardware: Check location, condition, and operation: Winches; Cleats; Blocks; Travelers, Cars, and stoppers.
- Winch Handles? Where? Extra? Where are the SAIL TIES? (Especially for a Reef in Main.)
- Misc: Preventer? Snatch blocks, Whisker Pole?
- Operate traveler, roller furling control lines, swing-keel controls.

### **STEERING SYSTEM** (Understand how it operates and how spare works)

- Tiller or Wheel system: How is it all connected to the rudder?
- Hydraulics or Cable: Fluid level checked or checkable; Cable tension, spares, supplies?
- Emergency Tiller Point (Find it, TRY IT!)
- Turn Tiller/Wheel stop to stop, is it free? (Mark "Center" or "King Spoke" with tape.)

### **ANCHOR SYSTEM**

- Anchor number and types available: \_\_\_\_\_
- Anchor storage locations; truly secure in heavy weather?
- Anchor chain and rode; chafe free, enough available for all anchors?
- Windlass; Does it work? Any peculiarities? Do the control/switches work? Is there a tether line to the anchor or anchor chain that must be removed before use?
- Location of an emergency back-up handle for cranking the Windlass?

### **INSTRUMENTS** (Do they work? Any peculiar switches? How do you turn each one ON and OFF?)

- Speed, Depth, Compass, and Wind Indicators.

### **ENGINE AND DRIVE SYSTEMS**

- Open access hatches
- Condition of Belts: loose, any black powder?
- Check oil level. Any extra onboard? Type/grade required?
- Check transmission fluid level (How do you check it properly?) Any extra fluid onboard?
- Engine raw-water intake thru-hull OPEN.
- Check coolant level. Extra onboard?
- Check fittings of engine cooling hoses. - Check for visible leaks in thru-hulls.
- Check for ***OIL POLLUTION PLACARD*** - \$500 Fine for not having.

### **ENGINE CONTROLS AND INSTRUMENTS** (Do they work? How?)

- Use? Any strange gauges? Do throttle and/or gear shift work backwards?!
- Any unfamiliar controls?
- What is Max RPM: \_\_\_\_\_
- What is Cruise RPM? Note above.
- ENGINE KEY? Is there one? Where Kept? Any spares?
- Do you run blower for engine compartment before starting? If so, do so NOW!
- Do you PREHEAT the ENGINE OR GLOW PLUGS? How long? If so, do so NOW.
- DO ENGINE START and RUN UP NOW WITHOUT SHORE POWER.
- Listen for oil pressure alarm with key ON before engine starts.
- Adequate water from exhaust? (Checks operation of cooling water pump)
- Condition of batteries. How healthy did batteries seem when starting engine?
- Instruments, do they work? Any strange indications?
- Any unusual noises, vibrations, or odors?
- Check engine for leaks: Diesel, water, and exhaust.
- At slow speed, check positive transmission condition & drive to prop.
- Check stuffing box for leaks.

**CONTINUED ON NEXT PAGE**

### **ENGINE CONTROLS AND INSTRUMENTS (CONTINUED)**

- Is generator/alt working? Check voltmeter.
- How do you turn OFF the Engine? Key or Fuel Shutoff lever? Where is it?

### **FUEL**

- Type of fuel and grade?
- Find location of Fuel Fill Point. Does it use a key? Where is Key? Use winch handle?
- Fuel topped off?
- Fuel capacity: \_\_\_\_\_
- Is there a fuel quantity gauge and does it work?
- Is there a tank management system? How does it work?
- Gallons used per hour at cruise RPM: \_\_\_\_\_
- What is cost agreement for refilling tank?

### **IS THERE A CARBON MONOXIDE (CO) DETECTOR IN THE CABIN?**

- Does it work? Can you test it? How do you reset it?

### **WATER**

- Find location of Water Fill Point. Does it use a key? Where is Key? Use winch handle?
- Is it topped off?
- How many gallons of water: \_\_\_\_\_
- Is it safe to drink?
- Is there a tank management system? How does it work?
- Where is fresh water hose for replenishment?

### **SHOREPOWER**

- Find Shore power plug.
- Location of main AC breakers.
- Where is Cord? In good shape (connectors, plugs, line)?
- Will you need it?
- To disconnect, do you have circuit breakers on shore to switch OFF?
- Switch OFF Main AC power switch on boat before disconnecting cable.

### **MISC ITEMS**

- Bimini: Use, Set-up procedure, Condition.
- Dodger: Use, Set-up procedure, Condition.
- Cabin Navigation Instruments -- condition and use?
- Navigator's Clock (wound?) and barometer working?

### **COCKPIT LOCKER ITEMS (What's in there?)**

- Access to rudder controls? Will items bind or foul the steering gear?
- Swim Mask?
- Fenders; how many, in good shape, with lines?
- Boat Hooks? How many, where, condition?

**CONTINUED ON NEXT PAGE**

### **COCKPIT LOCKER ITEMS (CONTINUED)**

- Dock and Spring lines; How many, enough? In good shape?  
Two (2) spring lines.  
One bow and one stern line for docks.  
Two bow and two stern lines for slips.

### **STOVE FUEL STORAGE COMPARTMENT**

- Where is it located?
- How much fuel on board?
- Where is the shutoff valve? Is it OFF?
- Is there an electrical switch for the stove fuel supply?

### **HYDRAULIC SYSTEMS**

- Check them all for fluid level & leaks. Understand their operation and limits.
- Steering, Keel, Vang, Backstay adjusters, etc.

### **PUMPS**

- Check and pump the bilge, NOW!
- Electric Bilge? Where is it? How does it work? Switch? Does it work?
- Manual Bilge? Where is it? Where is handle? Does it work?
- Sea Water Pump? Where is it? How does it work? Where are the faucets?
- Fresh Water Pump? Where are they? How do they work?
- Air Conditioner Water Circulation Pump? Where is it? How does it work?

### **NAVIGATION**

- Charts available
- Cruising guides to anchorages
- Tools: Protractor, rulers, triangles, dividers, etc.
- Binoculars, hand bearing compass.
- If boat is over 39.4 feet, Copy of Inland Navigation Rules!

### **ELECTRONICS (Do they work? Is there an Operating Manual aboard?)**

- VHF Radio
- GPS and Radar
- Chart plotter

### **POWER DISTRIBUTION SYSTEMS**

- Number and location of batteries: \_\_\_\_\_
- Can you get to location of batteries? Are they strapped down?
- Battery selection for starting the engine?
- MASTER Power Switches and their use? Shore Power, Generator Power, Battery Power?
- Circuit breaker locations and use.
- Cabin lights?
- Switches for bilge and water pumps?

**CONTINUED ON NEXT PAGE**

## **POWER DISTRIBUTION SYSTEMS (CONTINUED)**

- Battery charger operation.
- Inverter operation.
- Shore power Switch sequences.

## **LIGHTS - GO LOOK AND SEE THEM WORK!**

- Navigation lights - Anchor light - Steaming light?
- Extra fuses and light bulbs, especially for Nav lights!

## **HEADS**

- Check operation.
- Do shutoff valves work?
- Operate the water system!
- Check for water leaks!
- Check the overboard discharge system. How does system work? Where does it go?
- How do holding tanks work? Are they empty?  
Is it locked? Will you be legal?

## **GALLEY**

- Note type and operate stove/oven. Where are/is the fuel shutoff valve(s)? Any special switches or gauges?
- Check stove fuel level!
- Operate sink/faucet/drain. Check for leaks. Again, check the drain system; where does it go?
- Check general condition of ice box. Where does it drain?
- Check inventory of kitchen tools, utensils, plates, pots, pans, cups.
- General cleanliness and bugs (insects).
- Is there a hot water heater? If so, how does it work?
- Is the **GARBAGE PLACARD** (Marpol) posted; of size 9 x 4 inches? Big fines for not posting!

## **OTHER GEAR**

- Medical kit in place. What? Where?
- Sail repair kit?
- Flashlights. How many? Where? Extra batteries -- where?
- Tools. What? Where?
- Hack saw for standing rigging failure readily available.
- Thru-Hull plugs
- Trash bags
- Matches or lighter

**SAFETY EQUIPMENT**

- At least One Type IV (throwable cushion) for entire boat; plus one Type I, II, III, or V per person. FIT PFDs TO EACH PERSON. Approved Inflatables are legal "counters" only when worn.
- Harnesses and Tethers. Jack lines.
- Flares. Check expiration date. Check number and type (3 – day+ 3 - night, **or 3 day/night.**
- Bailer--anything that logically can be used.
- Sound signaling device
- “Witches Hat” for vessels sailing under power in daytime, if inland and 12 meters or more.

**- FOR VESSELS 12 METERS OR MORE (39.4 FT):**

Copy of USCG Inland Navigation Rules - Rev D

- Power Whistle or Power Horn
- Bell

**FIRE EXTINGUISHERS** – Minimum number of Hand Portable extinguishers required

Vessel Length	No Fixed Engine System	With Fixed Engine System
Less than 26'	1 B-I	0
26' to less than 40'	2 B-I or 1 B-II	1 B-I
40' to 65'	3 B-I or 1 B-I+1 B-II	2 B-I or 1 B-II

**Fire Extinguisher Classes:**

Class	Foam (gals)	CO2 (lbs)	Dry Chem (lbs)	Halon (lbs)
B-I	1.25	4	2	2.5
B-II	2.5	15	10	10