

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

BOAT NAME: \_\_\_\_\_ RADIO CALL NUMBERS: \_\_\_\_\_

BOAT TYPE: \_\_\_\_\_ ENGINE CRUISE RPM: \_\_\_\_\_

BOAT LENGTH: \_\_\_\_\_ CHARTER Co. NAME: \_\_\_\_\_

HOME HARBOR: \_\_\_\_\_ SLIP NUMBER: \_\_\_\_\_

BOAT REG NO: \_\_\_\_\_ TYPE/GRADE OF FUEL: \_\_\_\_\_

PROVIDE CHARTER COMPANY A LIST OF DEFICIENCIES.

Use another sheet of paper or a duplicate copy of this checklist.

Review Charter Company's inventory list and checkout list. Supplement with this list as needed.

BOAT PAPERS AND CERTIFICATES (Where are they kept, 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 are they kept, any EXTRAs?)

- Engine - Cabin - Lockers - Cabinets
- Anything else locked?
- Deck keys? (Fuel, Water, Power, what?)

HULL DAMAGE (Look around)

- Bow, Stern edges, Freeboard, General condition.
- Keel and Rudder, check if possible.

STANDING RIGGING (Look around and up)

- Shrouds and Stays: Properly tensioned, understand backstay adjuster.
- Turnbuckles and Chainplates: 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: Where, which sails, sheets for each, shackles intact, general sail and sheet 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. Does jib Halyard to Roller Reefer look like it won't bind?  
Try it!!
- Main Reefing: Does it run free? Is there a line of third reefs in mainsail? Does end of first reef line have a flemish eye? Does the third Reef Clew have a messenger line? Are the first and second reef lines ready to use?
- Deck Hardware: Check location, condition, and operation: Winches; Cleats; Blocks; Travelers, Cars, and Sheets; Block and Tackle systems for sheets, vang, etc; Fairlead positioning systems.
- Winch Handles? Where? Extra? Where are the SAIL TIES???? (Especially for a Reef in Main.)
- Misc: Preventer? Whisker Pole? Others: \_\_\_\_\_, \_\_\_\_\_
- Work: Try traveler adjustments, roller furling control lines, swingkeel adjustment to raise and lower.

**STEERING SYSTEM (Understand how it operates and how spares work)**

- 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 (TRY IT!)
- Turn Tiller/Wheel stop to stop, is it free? (Mark "Center" or "King Spoke" with tape.)
- Submerged systems (Check condition if possible, understand type)
  - Propeller
  - Rudder
  - Keel

**ANCHOR SYSTEM (Location of equipment, special operations)**

- Anchor 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? Does the control or 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, Apparent Wind Indicators, GPS, Chartplotter, Radar, LORAN, etc.

**ENGINE AND DRIVE SYSTEMS**

- What kind of engine: diesel or gas? Note fuel type/grade above.
- Open access hatches
- Find fuel line bleed points.
- Condition of Belts: loose, any black powder?
- Check oil level. Any extra? Type/grade required?
- Check transmission fluid level (Do you need engine running to check properly?) Any extra fluid?
  - Type/grade required?
- Check any other fluid or oil levels? Same concerns here.
- Check level of brine for cooling system? (If so equipped, and if you can.)
- Check fittings of engine cooling hoses. - Check for visible leaks in thru-hulls.
- Check location and type of Fire Extinguishers close to engine.
- 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 buttons/switches or shifters/sticks?
- What is Max RPM: \_\_\_\_\_
- What is Cruise RPM? Note above.
- How many gallon fuel tank?
- KEY? Is there one? Where Kept? Any spares?
- Do you run blower for engine compartment for at least 4 minutes on this boat? If so, do so NOW!
- Do you PREHEAT the ENGINE OR GLOW PLUGS? How long? If so, do so NOW.
- DO ENGINE RUN UP NOW.
- RUN THE ENGINE.
- Does the engine start?
- Is starter on its last leg? Condition of batteries?
- Instruments, do they work? Any strange indications?
- Any unusual noises? Vibrations?
- Check engine for leaks: Diesel, water, exhaust, etc.
- Adequate water from exhaust? (Checks operation of cooling water pump)

**CONTINUED**

## ENGINE CONTROLS AND INSTRUMENTS (CONTINUED)

- At slow speed, check positive transmission condition & drive to prop.
- Check stuffing box for leaks.
- Is generator/alt working? Check gauge and cabin lighting changes.
- If equipped with a refrigerator, check electro-mechanical operation.  
(You'll feel the load on the engine when turned on.)
- How do you turn OFF the Main Engine? Key? Fuel Shutoff? Where is it??? \_\_\_\_\_

## FUEL

- Type of fuel and grade? Note above.
- Find location of Fuel Fill Point. Does it use a key? Where is Key? Use winch handle?
- Fuel topped off? (What does "topped off" mean to charter company?)
- How many gallons of fuel: \_\_\_\_\_
- Is there a tank management system? How does it work?
- Gallons per hour at cruise RPM: \_\_\_\_\_
- What is cost agreement for refilling tank?

## GENERATOR SET (GENSET) CONTROLS, OPERATION, &amp; INSTRUMENTS

- How is it generally used and hooked into the fuel and electrical system?
- Any Strange Gauges?
- Location of Generator vs. Shore Power Master Switches?
- Generator Master Switch OFF.
- Do you need to unplug or turn off shorepower prior to switching on the GENSET?
- Key to Genset? Is there one? Where is it kept? Any spares?
- Fuel type for Genset? \_\_\_\_\_
- Location of starting witches on Genset?
- Location of starting switches at a remote panel for the Genset?
- Run Engine Compartment Blower for 4 minutes if required.
- Do you Preheat the Genset Engine first before starting and for how long? \_\_\_\_\_
- Do Genset Run Up NOW. Start and Run Genset.
- Does the Genset Run?
- Do you have to attend to it while cold?
- Do you need to warm up the Genset engine prior to switching on the electrical load?
- Genset instruments and power (volts, amps) gauges – do they work?
- Any unusual noises? Vibrations?
- Check for Genset leaks: Diesel, gas, water, exhaust, etc.
- Adequate water from exhaust? Check outside the boat for water flow!
- Apply electrical load to Genset (Master switche ON or set the switch from shorepower to Generator power.)
- Turn on electrical appliances like refrig, air conditioning, lights, etc. to check for steady operation.
- HOW DO YOU TURN THE GENSET OFF?

## 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 fresh?
- Is there a tank management system? How does it work?
- Where is fresh water hose for replenishment?

**SHOREPOWER**

- Find Shorepower connection point. Key?
- Where is Cord? In good shape (connectors, plugs, line)?
- Will you need it? Does it work?
- If you are going to disconnect, do you have circuit breakers on shore to switch OFF?
- Switch off Main A/C power switch on boat before disconnecting.

**MISC ITEMS**

- Bimini: Use, Set-up procedure, Condition.
- Dodger: Use, Set-up procedure, Condition.
- Stereo: AM & FM & Tape? -- does it work?
- Cabin Navigation Instruments -- condition and use?
- Navigator's Clock (wound?) and Baro Pressure working?

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

- Safety Equipment? What: \_\_\_\_\_
  
- Is locker open to rudder controls? Will items bind or foul the rudder?
- Swim Mask
- Fenders; how many, in good shape, with lines?
- Dock and Springlines; How many, enough? In good shape?
  - Two (2) springlines.
  - One bow and one stern line for docks.
  - Two bow and two stern lines for slips.
- Boat Hooks?
- Bungee (shock) cords; Any?
- Mop, brush, bucket, sponges, liquid soap?
- Hoses? What: \_\_\_\_\_
  
- Controls? What: \_\_\_\_\_
  
- Other contents: \_\_\_\_\_
  
- Is the Diesel Engine Fuel Shutoff Valve to turn off Diesel located in the Cockpit Locker?? \_\_\_\_\_

**STOVE FUEL STORAGE COMPARTMENT?**

- Where is it located?
- How much fuel on board?
- Where is the shutoff valve? Is it off?
- Is tank full? Check it!
- Is there an electrical switch for the fuel supply?
- Is there a pump and pressure tank for an alcohol stove? How does it work? Extra Alcohol?

**HYDRAULIC SYSTEMS**

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

## PUMPS

- 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 is/are it/they? How does/do it/they work?
- Air Conditioner Water Circulation Pump? Where is it? How does it work?

## NAVIGATION

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

## ELECTRONICS

- VHF Radio: How does it work? Does it work?
  - Note Call Letters above. CK RADIO CERTIFICATE if going into Int'l Waters.
- LORAN: How does it work? Does it work?
- GPS: How does it work? Does it work?
- Chartplotter: How does it work? Does it work?
- Other equipment:
  
- Antennas: Straight and intact for each radio?

## POWER DISTRIBUTION SYSTEMS

- Number of batteries: \_\_\_\_\_
- Can you get to location of batteries? Are they strapped down?
- Battery sequence for cranking (starting) the engine?
- MASTER Power Switches and their use? Shore Power, Generator Power, Battery Power?
- Circuit breaker locations and use!
- Navigation light switches? Work? GO LOOK AND SEE THEM WORK!!
- Anchor light switch? DOES IT WORK?
- Halyard hung anchor light? Location? DOES IT WORK?
- Spreader lights?
- Cabin lights? Electric or oil? Extra oil? How's the wick?
- Switches for pumps?
- Battery charging switch sequences:
  
- Shorepower Switch sequences
- 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?
  - 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 fuel level! Do it!! Any pumping for pressure required? Especially for an alcohol stove with pressure tank?
- Operate sink/faucet/drain. Check for leaks. Again, check the drain system; where does it go?
- Is "fresh water" really fresh? Not contaminated or loaded with diesel?
- Check general condition of ice box. Where does it drain?
- If refrigerator, Check refrig operation during engine checkout and/or genset checkout.
- Check inventory of kitchen tools, utensils, plates, pots, pans, cups.
- Check location and type of nearest fire extinguisher.
- General cleanliness and bugs (insects).
- Is there a hot water heater? If so, how does it work? Gas shutoff valves? Limits on its operation?
- Is the TRASH 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.
- Spare light bulbs: Navigation and cabin?

## SAFETY EQUIPMENT

- PFDs: Life Vests, Preservers, cushions must be in acceptable condition!!  
 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 ON CREW. Approved Inflatables are legal "counters" only when worn.
- Optional: Harnesses and Tethers. Jack lines.
- Flares must be new every 42 months from date of manufacture, and of number and type: 3 - day, 3 - night, **or**  
**3 day/night.**
- Bailer--anything that logically can be used.
- Sound signaling device (under 39.4 feet) for navigation rules.
- Nav lights - Red/Green/White stern under sail (plus White on masthead showing forward while under power)
- Anchor light: all round white at top of mast, seeable for 2 miles.
- Marine Sanitation Device (MSD I, II, or III) (See HEADS above)
- Registration PAPERS, Certificate of Number displayed--or documented properly.
- For boats over 39.4 feet:
  - Copy of USCG Inland Navigation Rules - Rev D
  - Power Whistle or Power Horn
  - Bell
  - Conical Shape for display under sail and power

**FIRE EXTINGUISHERS - Hand Portable:**

<b>Boat Length</b> -----	<b>Without Fixed Engine System</b> -----	<b>With Fixed Engine System</b> -----
Less than 26 feet	One B-I	None
26 feet to 40 feet	Two B-I --or-- One B-II	One B-I --or-- One B-II
40 feet to 65 feet	Three B-I --or-- One B-I and One B-II	Two B-I --or-- One B-II

**Fire Extinguisher Classes:**

<b>UL Class</b> ---	<b>Foam Listing</b> ----	<b>CO2 (Gals)</b> ---	<b>Dry (lbs)</b> ---	<b>Chem (lbs)</b> ---	<b>Halon (lbs)</b> ---
B-I	5B	1.25	4	2	2.5
B-II	6B	2.5	15	10	10
	10B	-	10	2.5	5

**DINGHY (Assumed under 16 feet)**

- If powered, Registration, Certificate of Number displayed.
- It Floats. No leaks: water or air!
- Enough line to trail comfortably (The Painter)?
- Able to tie dink next to boat?
- Check prop? Any spare shear pins and cotter pins?
- Does Outboard work? Try it. How does it run? Cooling water present?
- Enough gas for Dink's O/B? Do you have spare OIL for putting in engine GAS???
- If gas line has bubble, does it squeeze full and hard?
- If O/B has a transmission, does it work?
- If no O/B, does it have oars and oar locks?
- One PFD per person--for dink under 16 feet.
- Night signaling device (not a flashlite) - white for nav at night.

The Skipper is responsible to know the information in the source documents that was summarized above for the safety and USCG requirements.

This checklist was designed to help you during your checkout of yachts you may charter, own, or someday buy.

The PSC Bay Skipper Class, May 1987, compiled this information during their course of study. They hope you will find this list helpful.