

Pre-Departure Checklist & Crew Safety Briefing

Action - Check	Tick	Notes
Crew introduction, allocation of tasks & watch system & standing orders of the vessel		
EPIRB location, battery & registration checked and updated with appropriate contact details.		
Hazards identified with crew: boom, traveler, safe handling of lines		
Lifejackets, harnesses, life rings, jack lines and lifelines all present, recently serviced and in good working order		
Location of Safety Equipment Refer diagram		
Engine – safe operation, turning on, turning off, gear lever, check oil, belts, fuel level, fuel shutoff & spares		
Batteries, switches, main control panel, alarms		
Torches & cabin lights		
Location of tool kit, & spares		
Rig, sails, halyards, reefing lines, furler, sheets, winches & blocks, rig cutting gear		
Steering, autohelm & emergency steering equipment		
VHF – radio check, satellite phone, tracker, AIS, mobile phone & charging system		
Charts, GPS, AIS, Navigation lights, instruments, compass & light, Radar		
Safe operation of stove, gas levels, locker ventilation, bottles secured		
Location of provisions, ensuring enough food for journey and some spare		
Water tanks filled with clean drinking water & pumps operational		
Operation of toilet, toilet paper, holding tanks and cleaning the head		

Monitoring of bilge, location of seacocks, plugs and operation of all bilge pumps		
Location of hatches and ensuring they are watertight and securely closed.		
Seasickness prevention, medication & first aid kit – check supplies		
Bunks, bedding, lee cloths, eye masks, ear plugs & alarms		
Passage plan & logbook		
Briefing on the route, waypoints, hazards, use of GPS, autohelm & steering by compass		
Obtain weather forecast		
Documentation, manuals		
MOB Procedure		
Fire - check alarms, extinguishers & action plan		
Abandon ship procedure, location & operation of EPIRB		
Life raft painter attached, accessible, secured & knife location		
Grab bag, add water, medication & important documents		
Secure anchor, check line secured & windlass operational		
Location for and stowage of mooring lines and fenders		
Secure dinghy & outboard		
Prepare cabin, stow loose & heavy items, ensure all lockers are shut		
Trip Report Crew details & emergency contacts sent to shore crew		