



Boat Handover Checklist

Boat Tour & Operations Briefing by Charter Company

Pay attention, ask all questions you need, take notes, request demonstrations – make sure you know where everything is and how it all operates before the end of the briefing

Basic boat operations

- Location and operation of all sea cocks
- Understanding of bilge pumps procedures, including manual pump
- Understanding of the marine head(s) and holding tank procedures (to ensure they work, and to prevent them from clogging or flooding)
- Fuel and water tanks deckplate keys
- Engine Operation – check that water is pumping through when engine running
- Starting of the main engine and transmission testing, shifting forward and backward, with the briefer present
- Validate that autopilot is working and how to use
- Daily engine inspection requirements (oil, coolant, strainer, separator), battery level checks
- Location of impeller. Is there a spare impeller on the boat? If so, where?
- How to use the generator – turn on and off
- Is there a bow thruster? If so, how does it work and check that it is working
- Location of the toolbox, what tools are in the box?
- Is there spare oil?
- WD 40 or some kind of lubricant
- Location of engine oil stick and cooling water tank
- Testing of the VHF and other electronics with the briefer present
- Review electrical panel and identify all fuses, switches, circuit breakers
- Test shore power
- Test all lights: navigation, anchor, cabins, cockpit
- Check that all faucets are working including the deck shower.
- Charter Companies are supposed to give you a boat with full tanks. Make sure you top off all your tanks yourself.
- 12 V outlet(s) tested
- Check operation of VHF radio
- Boat hook
- Dock lines



- Extra lines
- Main companionway locking key
- Location of binoculars and test
- A couple of windscoops for improved cabin ventilation.

Anchors

- Windlass: electric and manual procedures in case of power failure
- Location of anchor windlass reset button (if electrical system gets into an overload)
- Location of spare anchor
- Go to the bow, grab the anchor remote control or whatever device you need to make the windlass work, and try it both ways a couple of times.
- Is there a snubber? How does it work?
- Is there a bridle? How does it work
- How much rode is there per anchor?
- Is the anchor rode marked in 5 or 10 foot sections? Or is there a known chain rate? If so, what is that rate?

Safety

- Location of flares and fire extinguishers and associated operating instructions
- Understanding of the reefing procedure on this particular boat
- Location of the emergency tiller
- Man overboard life-rings and throwables
- Air horn on boat?
- Flashlights working? Enough batteries for the flashlights.
- All life jackets on board and location
- Are there tethers on the boat?

Sailing

- Hoisting of the main a few feet to check it goes up and down freely
- Unfurling of the head sail a couple of turns to check it furls in smoothly
- Helm should turn freely
- Location of bosun's chair
- Any utility or rigging knife on boat? Marlin spike?



Galley & House Operations

- Refrigeration - make sure it is in working order. A good charter company will run the systems (engine or onshore power) before your arrival for you to find a cold freezer and fridge when you step on board. If it is cold plate system, the plates should be covered with a thin layer of soft ice.
- Operation of refrigeration systems (incl thermostat) and fridge drain
- Water tanks switching procedure
- Testing of the stove and propane system with the briefer (propane tanks full?)
- Testing of the bbq, tanks full?
- Location of the First Aid kit (should be fully stocked)
- Stereo operation – how does it work and check it's in working order

Navigation

- Get the latest forecast as well as the trend for the coming days.
- Ask the base staff if there is anything in particular you should know for the duration of your cruise — strong winds expected, expected change in the usual patterns, etc.
- If your charter is during the summer months in the Caribbean, ask the base staff what the procedure is in case there is a tropical storm coming and they have to recall the boats back to the base.
- Get all the radio frequencies you need to check the weather daily. If you are chartering in the Caribbean, visit [Caribbean Weather info](#) for all the information you need.
- All necessary charts, cruising guides on board and plotting tools onboard
- Verify chart plotter is working and verify position, obtain instructions for usage

Dinghy

- Before leaving the dock, start the outboard and check that it spits water.
- If it is an inflatable, make sure it is properly inflated and that you have an air pump on the boat.
- Check the gasoline level.
- How do the davits work and are they in working order?
- Test the davits for raising and lowering dinghy into water



The following should be on board the dinghy:

- Fuel tank – full
- Wrist set
- Bailing bucket
- Paddles / Oars: are they in there and the right size with brackets?
- Wrist/disconnect attachment set.
- Long painter - the painter is the long rope that is attached to the dinghy for towing it, tying it to the boat or to a dock.
- Cable with lock
- Small dinghy anchor.
- Safety line between dinghy hull and outboard in addition to the outboard clamps.

Other items

- Snorkeling gear on board. Fin sizes fit?
- How many winch handles and where located
- How many fenders and where located
- Shore power cords, location and quantity