



Yacht Management & Marine Services

Freedom To enjoy



OWNER CHECKLIST 1 OF 3

Pre-Departure

Before every trip: the checks that take ten minutes at the dock and save the day at sea.

Vessel: _____ Date: _____ Skipper: _____ Destination: _____

1 PASSAGE PLANNING & READINESS

- ☐ **Check the weather and sea state**
Forecast for the full passage plus a margin. Do not depart outside the owner's agreed limits.
- ☐ **Check tides and depths**
Particularly for any bar, shallows and the berth on return.
- ☐ **Plan the route on the plotter**
Confirm the correct chart region is loaded and the waypoints entered.
- ☐ **Headcount**
Confirm all guests and crew are aboard and accounted for, against the life jacket count.
- ☐ **Check fuel and fresh water**
Confirm enough for the passage plus reserve for the return.
- ☐ **Advise a shore contact**
Destination, persons on board and expected return. Agree a time to raise the alarm.

2 ENGINE ROOM & MECHANICAL

- ☐ **Engine-room inspection**
Visual walk-through for fuel, oil or water leaks around the engines.
- ☐ **Engine oil and coolant**
Check levels on every engine and the generator; top up if below minimum.
- ☐ **Gearbox oil**
Check each gearbox.
- ☐ **Raw-water strainers**
Inspect and clear any weed or debris before starting — mains and generator.
- ☐ **Raw-water pumps**
Look for weeping or corrosion. Note any change and have it looked at before the next trip.
- ☐ **Belts and hoses**
Visual check for chafe, cracking or looseness.
- ☐ **Bilges dry and pumps working**
Investigate any water before departure. Confirm auto floats active.
- ☐ **Engine-room blowers**
Run before starting.
- ☐ **Generator**
Start if required for load and confirm normal operation.

DEFECTS AND NOTES anything found before departure, and what was done about it

Checked by: _____ Date: _____

Pre-Departure — continued

3 DECK & SECURING

- ☐ **Covers off and stowed**
Stow below, not on deck.
- ☐ **Hatches, ports and doors secure**
Close and secure all hatches, ports and opening windows.
- ☐ **Tender secured**
Check straps and that the outboard is tilted and locked.
- ☐ **Passerelle / boarding ladder**
Fully retract and secure.
- ☐ **Loose gear stowed**
Nothing loose on the flybridge, foredeck, aft deck or swim platform.
- ☐ **Fenders and lines ready**
Ready to run, clear of the props.
- ☐ **Shore power disconnected and stowed**
Cable stowed before letting go.

5 SAFETY BRIEF — EVERY PASSAGE, EVERY NEW GUEST

- ☐ **Life jackets — location and fitting**
Show every person aboard.
- ☐ **Life raft**
Show the location and how it is launched.
- ☐ **EPIRB and flares**
Confirm in date and accessible; explain when to activate.
- ☐ **Fire extinguishers and blanket**
Point out each location.
- ☐ **Person overboard drill**
Shout, point, press MOB on the plotter.
- ☐ **Heads and door operation**
Brief guests to prevent damage and blockages.
- ☐ **Movement under way**
One hand for the boat. No sitting on the bow at speed.

4 HELM, NAVIGATION & ELECTRONICS

- ☐ **Battery switches on**
Confirm house and start banks.
- ☐ **Start engines**
Watch oil pressure and temperature. Confirm cooling water at the exhausts.
- ☐ **Check all gauges and alarms**
Clear any active alarm before departure.
- ☐ **Chart plotter and position fix**
Confirm GPS position matches the berth or anchorage.
- ☐ **VHF on, Channel 16 monitored**
Confirm operational; radio check if required.
- ☐ **AIS and depth sounder**
Confirm active and reading correctly.
- ☐ **Radar and autopilot**
Power on and confirm operational.
- ☐ **Steering — hard over to hard over**
Check at every helm.
- ☐ **Thrusters, stabilisers and trim**
Brief test of each before letting go.
- ☐ **Navigation lights and horn**
If departing at night or in reduced visibility.

6 LETTING GO

- ☐ **Confirm all clear**
Nobody in the water, no lines over the side.
- ☐ **Singled up, then let go**
Spring off using thrusters as required.
- ☐ **Watch the depth**
Especially clearing the berth and the marina entrance.
- ☐ **Stow lines and fenders once clear**
Not before the vessel is clear of the berth.

Work it in order, every time. A checklist only works if it is used when you are sure you do not need it. If something fails a check, fix it or stay on the dock.

PASSAGE NOTES weather, fuel on board, persons on board, ETA

Skipper: _____ Time of departure: _____

Stand Down

After every trip: leave her secure, shut down and ready for next time.

Vessel: _____ Date: _____ Skipper: _____ Engine hours: _____

1 SECURE & SHUT DOWN

- ☐ **Make fast — bow, stern and springs**
Adjust for tide and expected weather; fenders set.
- ☐ **Engines to idle before shutdown**
Allow the turbos to cool before shutting down.
- ☐ **Shut down engines**
Confirm stopped.
- ☐ **Thrusters and stabilisers off**
Allow a gyro to spin down per procedure.
- ☐ **Electronics powered down**
Plotters, radar, autopilot and non-essential electronics.

2 SYSTEMS

- ☐ **Connect shore power**
Confirm the charger is running and the batteries are charging.
- ☐ **Shut down the generator**
Once shore power is connected and stable.
- ☐ **Walk the engine room**
Look for leaks. Note any change and have it looked at before the next trip.
- ☐ **Check the bilges are dry**
Investigate any water before leaving the vessel.
- ☐ **Fresh-water flush the watermaker**
Confirm the flush has run or is set.
- ☐ **Air conditioning and refrigeration**
Set or shut down as agreed; confirm fridges running on shore power.
- ☐ **Record engine and generator hours**
Log them so the maintenance schedule stays accurate.
- ☐ **Note fuel and water levels**
Refuel and top up if agreed.

3 INTERIOR

- ☐ **Empty the bins and remove all food waste**
Nothing perishable left aboard.
- ☐ **Heads — flush through and pump out if required**
- ☐ **Interior wipe down and vacuum**
Leave her ready for the next use.
- ☐ **Close all hatches, windows and blinds**
Blinds down protects the upholstery from sun.

4 TENDER & DECK

- ☐ **Recover and secure the tender**
Outboard tilted, flushed and locked.
- ☐ **Fresh-water wash down**
Hull, decks, superstructure and all stainless.
- ☐ **Chamois the glass and stainless**
Prevents water spotting.
- ☐ **Covers on**
Fitted and secured; close any sunroof or hardtop.
- ☐ **Clear the decks**
Nothing left loose to blow away or mark the gelcoat.

5 SAFETY, SECURITY & LOG

- ☐ **Close non-essential seacocks**
Per the vessel's agreed list.
- ☐ **Gas off at the bottle**
If fitted.
- ☐ **Battery switches to the agreed position**
House bank on for bilge pumps and alarms.
- ☐ **Bilge pumps on automatic**
Confirm before leaving.
- ☐ **Fire suppression and monitoring armed**
Confirm engine-room suppression and any alarm system on.
- ☐ **Lock all doors and hatches**
Set the alarm and disembark.
- ☐ **Log entry**
Record return time, engine hours, fuel, and any defects.
- ☐ **Record defects**
Write down anything found and book it in. Never leave a known unsafe condition unreported.

The trip is not over until this is done. Most of what goes wrong on a yacht at the dock was left on, left open or left unrecorded.

DEFECTS AND NOTES anything found on the trip or at shut-down, for the next service

Engine hours: _____ Generator hours: _____ Fuel on board: _____

Signed: _____

Wash-Down

The professional exterior wash routine: protects the finish and doubles as a close-up inspection.

Vessel: _____ Date: _____ Washed by: _____ Conditions: _____

1 BEFORE YOU START

- ☐ Check wind and weather; avoid strong wind and full hot sun
- ☐ Remove covers and cushions; stow dry
- ☐ Open and air lockers; clear loose gear
- ☐ Vessel secured; fenders and lines set
- ☐ Fresh shore water connected; soft-wash gear ready
- ☐ pH-neutral boat soap only; dedicated glass and clears cloths
- ☐ Close all hatches, ports and windows
- ☐ No harsh brushes on gelcoat, glass or clears

2 RINSE, TOP DOWN

- ☐ Flush the whole vessel with fresh water, top to bottom
- ☐ Lift off salt and grit before washing
- ☐ Always rinse a surface before it dries

3 WASH, SECTION BY SECTION

- ☐ Hardtop, flybridge and radar arch
- ☐ Superstructure and cabin sides
- ☐ Hull topsides and boot stripe
- ☐ Work in shade; rinse each section before it dries
- ☐ Soft mitt or soft brush; rinse the mitt often

4 DECKS AND NON-SKID

- ☐ Scrub non-skid with a soft deck brush and soap
- ☐ Rinse thoroughly
- ☐ Clear scuppers and deck drains

5 GLASS, CLEARS AND ISINGLASS

- ☐ Glass: dedicated cleaner and a clean cloth
- ☐ Clears and isinglass: fresh water and a soft cloth ONLY
- ☐ No chemicals, no scrubbing on clears

6 STAINLESS AND METAL

- ☐ Rinse and wipe all rails, fittings and cleats
- ☐ Spot-polish and protect as required
- ☐ Note any rust or corrosion for repair

7 TEAK

- ☐ Rinse well
- ☐ Light scrub ACROSS the grain only if needed
- ☐ Never aggressive; protect the caulking

8 DRY AND CHAMOIS

- ☐ Chamois gelcoat, glass and stainless
- ☐ Prevent water spots, especially on dark surfaces and glass

9 TENDER AND AFT DECK

- ☐ Rinse and wipe down the tender
- ☐ Wash cockpit and aft deck
- ☐ Check drains are clear

10 COVERS, CUSHIONS AND LOCKERS

- ☐ Refit covers and cushions once dry; ventilate underneath
- ☐ Wash covers where required; dry before refitting
- ☐ Clean lockers, air out, then shut and secure

11 PACK DOWN AND STOW

- ☐ Clean and coil hoses; stow tidily
- ☐ Hang mops, brushes and mitts up to dry
- ☐ Return all gear to where it belongs
- ☐ Empty and rinse buckets

12 FINISH AND RECORD

- ☐ Final walk-around: damage, corrosion, leaks, loose fittings
- ☐ Photograph and note anything found
- ☐ Log the wash: date and who did it

Top to bottom, rinse before it dries. pH-neutral soap only. Fresh water and a soft cloth on clears, nothing else. Photograph anything that looks wrong.

FOUND ON THE WASH the wash is a close-up inspection: damage, corrosion, leaks, loose fittings

Four habits that make a checklist work

These are the routines Marine HQ crews run on the yachts we manage, written for an owner to use.

1 PRINT, LAMINATE, KEEP ABOARD

- ☐ Print each checklist double-sided and laminate it
- ☐ Keep Pre-Departure and Stand Down at the helm
- ☐ Keep Wash-Down with the wash gear
- ☐ Tick with a whiteboard marker and wipe clean

3 MAKE IT HERS

- ☐ Cross out anything not fitted to your yacht
- ☐ Add her own items: stabilisers, passerelle, tender garage
- ☐ Write in her limits: wind, sea state, minimum fuel
- ☐ Review it once a year, at haul-out

2 USE IT EVERY TIME

- ☐ Especially on the days you are sure you do not need it
- ☐ Read it aloud when there are two of you
- ☐ One person reads, the other checks and answers
- ☐ If a check fails, fix it or stay on the dock

4 KEEP THE RECORD

- ☐ Log engine and generator hours after every trip
- ☐ Write down anything found, with the date
- ☐ Photograph anything that looks different
- ☐ The record is what a surveyor and a buyer ask for

Want the rest? The Yacht Owner's Kit adds the Annual Haul-Out Checklist, the Scheduled Maintenance Programme and the Running Cost Calculator. And if you would rather have it all done for you, Marine HQ manages motor yachts on the Gold Coast, in Sydney and the Whitsundays: 0439 748 387.

CHECKLIST LOG one line each time a list is run

DATE	CHECKLIST	ENGINE HOURS	RUN BY	NOTES

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