

### Daily

Bilge Pump (manual) Pump Empty + 20 Dry Strokes  
 Before any electrical power changes  
 Batteries Isolators - Check on / Volts  
 Smoke / LPG / CO detectors Check / Observe Function  
 Engine Check **Water, Oil, Battery, Belts, Leaks**  
 Hull, Deck & Fittings Check for Damage  
 Ensign / Flags Fly as etiquette requires

### Interior Preparation & Admin

Tech Log Defects / Changes  
 Ships Log Full Log Reading/ Engine Hours / Baro  
 Fuel Gauge & Calculation / Sufficient  
 Water Gauge & Calculation / Sufficient  
 Charts / Chips Adequate for passage  
 Membership Temp. Member's forms  
 Lifejackets Assigned for each member  
 Cabins & Galley All kit stowed securely  
 Navigation Lights Check Operational as Required  
 12V Panel Set switches as Required

### Exterior Preparation

Fenders All (8) attached  
 Lockers Unlocked  
 Gas Bottle Bubble Check  
 Covers Removed & Stowed as Required  
 Liferaft Check & unlocked  
 MOB Kit Horseshoe / Danbuoy & Lifesling  
 Winch Handles (2) available  
 Halyards / Lazy jacks Secured for sailing

### Pre- Departure

Briefing Safety  
 (More Guidance Overleaf) Housekeeping  
 Passage Plan  
 Grab Bag Prepare as Required  
 Windows Locked  
 Hatches Closed, Not Locked  
 Vent (Fwd Cabin) Closed  
 Lifejackets On, as Required  
 Harnesses As Required  
 Gas Cocks As Required  
 Sea Cocks As Required  
 Engine Seawater Cock Check Open - Red flag stowed

### Portsmouth Harbour Procedures

Radio **C/S 2G116** Call Port Solent Ch 80 / Low Power  
*Outbound Before leaving pontoon*  
*Inbound By Portchester Castle*  
 Radio **MMSI 235097639** Monitor QHM CH11  
*Engine must be used in Small Boat channel between*  
*#4 Bar Buoy & Ballast Beacon*

### End of Day

Rigging Lines All Eased  
 Deck Equipment Stowed  
 Winch Handles Stowed  
 Halyards / Lazy jacks Secured away from mast  
 Headsail Sheets Secured at winches  
 Helm Locked amidships  
 Covers Fitted as Required  
 Ships Log Completed as Required  
 Tech Log Defects & action taken  
 Fuel / Gas / Water Required?

### Leaving the Yacht - Cleaning

Food Remove any perishables  
 Cupboards Remove personal stores/Rubbish, Clean  
 Galley /Oven / Fridge Clean, leave fridge door open  
 Floors / heads Clean throughout Leave Dry  
 Decks Clean / Hose down  
 Teak Brush (across grain) has soft yellow bristles.  
 Clean Seawater Rinse for Teak areas when possible

### Leaving the Yacht - Exterior

Lockers Padlocked  
 Covers Fitted  
 Liferaft Padlocked  
 MOB Kit Secured  
 Gas Bottle Cock Closed  
 Water Fill in summer, Leave in winter  
 Hull, Deck & Fittings Check for Damage

### Leaving the Yacht - Below

*Working Forward to Aft:*  
 Cushions Lifted as Required  
 Forward Cabin Hatch Locked / Vent Open  
 Saloon Hatch / Window Locked / Vent Open  
 Galley Gas / Sea Cocks (2) Closed  
 Heads Window / Sea Cocks (3) Closed  
 Engine Seawater Cock Leave Open - red flag stowed  
 Aft Cabins Windows Locked / Vents open  
 Shore Power Check Connected  
 Electrics Code in Ships Log  
 12V panel Set switches as Required  
 Cabin Heater Ensure Power Switch **OFF**  
 Dehumidifier & Timed Fan (Oct - March) On  
 Batteries All Isolators OFF & pegs pulled Out

### Ashore at end of Trip

- Return keys to Marina Office or Lock Keeper (Port Solent)
- Contact next skipper / bookings director with details of yacht's condition that might affect the next booking(s).
- Contact Bosun with relevant technical issues. - Complete Sailing Return within 7 days listing any First Aid items used.

