

5KSC - Skipper's Handover Checklist

PLEASE LEAVE THE SKIPPER'S BRIEFING PACK ON THE CHART TABLE AND OPEN AT THIS CHECKLIST FOR THE NEXT SKIPPER

1. At the start of each charter the skipper must:
 - a. Check the condition of the yacht and all safety and navigation equipment
 - b. Familiarise him/herself with the yacht manual and all safety and navigation equipment
 - c. Undertake basic engine checks – water, oil, fan belt, fuel supply etc.
 - d. Check the fault log to see if there are any outstanding problems
 - e. Send crew confirmation prior to departure by text/email to the Principal Shore Contact, 5KSC Captain and Crew Bureau
 - f. Complete the safety briefing for all crew members and record this in the log.
2. At the end of the charter the skipper must:
 - a. Moor using separate springs and breast ropes with bow or stern lines either side. The sail cover should be on with the main halyard stowed aft and steps taken to avoid ropes frapping. The spray hood should be up and secure.
 - b. Ensure the yacht is cleaned and all gear correctly stowed according to the inventory
 - c. Remove all perishable food and empty and clean the fridge, leaving door open
 - d. Refill the diesel tank if half full or less. Provide a full gas bottle and ensure adequate petrol for the outboard engine. The cost of any diesel and gas will be reimbursed by 5KSC
 - e. Top up the water tanks
 - f. Lift bunk cushions to allow them to air and disperse condensation
 - g. Note any faults and running repairs in the fault log and replace any equipment lost or damaged.
 - h. Ensure all charts and pilots are cleaned of working notes and properly stored
 - i. Turn off gas at the bottle and on the solenoid
 - j. Securely close all hatches and lock the cockpit and gas lockers.
 - k. Padlock the liferaft and outboard motor.
 - l. Turn off the plotter and fasten the binnacle cover over the plotter.
 - m. Attach shore power and leave on.
 - n. Leave a set of boat keys with the marina office (or, if not in a marina, in the chart table)
 - o. Leave the Skipper's Briefing Pack and the Fault Log on the chart table.
 - p. Send a copy of the Skipper's Feedback Form to the Yacht Secretary along with any receipts for reimbursement.
3. **If possible, contact the incoming skipper to advise of any problems. If you cannot deliver Ynot to the expected port/marina, contact the incoming skipper and the Crew Bureau or Captain to advise of the change in plans.**

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