



Check-in

The base always has its own handover list. Walk the boat with your own as well, covering everything that matters to you. Start below deck and work your way up systematically.

Safety

Completeness, service dates, stowage and function of the safety equipment.

- ☐ **Lifejackets**
At least one per crew member, read the service date, visually check webbing, cylinder and firing head.
- ☐ **Harnesses and jacklines**
One harness per crew member; jacklines present on deck and properly secured.
- ☐ **Liferaft**
Service date, stowage and mounting; have the base explain how it is launched.
- ☐ **Distress signals**
Check expiry dates of hand flares, parachute rockets and smoke signals, and have the stowage pointed out.
- ☐ **Fire extinguishers**
Service date and every stowage location; have the engine bay fire port pointed out.
- ☐ **First aid kit**
Present, complete and within reach? Spot-check expiry dates.
- ☐ **Seacocks**
Go through the location and operation of every seacock; bungs stowed at the valve.
- ☐ **Bilge pumps**
Test the electric and the manual pump, bilge dry and clean.

Engine

Run it, do not just look at it.

- ☐ **Start the engine**
Cooling water at the exhaust, running noises, exhaust colour.
- ☐ **Oil, belt, engine bay**
Oil level on the dipstick, belt tension, engine bay dry — no oil, no water.
- ☐ **Fuel level and range**
Read the tank level and ask the base for consumption per hour and the resulting range.
- ☐ **Spare impeller and tools**
On board and findable? Have the stowage pointed out.

Rig and sails

Hoist everything once — damage only shows under load.

- ☐ **Hoist the sails**
Set main and headsail: check for tears, seams and furling function.
- ☐ **Standing rigging**
Inspect shrouds, stays and terminals; split pins secured and taped.
- ☐ **Winches and handles**
Winches run freely, at least two handles on board.
- ☐ **Emergency tiller**
Present, findable, and fitted and tried once.

Anchor and lines

Ground tackle, mooring lines and fenders.

- ☐ **Windlass and chain**
Test the windlass, ask for chain length and markings, bitter end secured in the chain locker.
- ☐ **Mooring lines and fenders**
Four mooring lines, spare lines and enough fenders — count them.

Navigation and radio

Radio, electronics and charts.

- ☐ **Test the VHF radio**
Function test, note the MMSI, have the DSC distress button pointed out.
- ☐ **Plotter, GPS and depth sounder**
Go through the controls and establish what the sounder reads from: keel or waterline.
- ☐ **Charts and pilot books**
Up-to-date charts, harbour guide and cruising guide on board.

Power and water

Electricity, drinking water and gas.

- ☐ **Batteries and shore power**
Check battery condition, charger and shore power cable.
- ☐ **Water tanks**
Tanks full, and you know how to switch between them.
- ☐ **Gas**
Bottle full, spare bottle on board, have the main valve pointed out.

Protect the deposit

Document existing damage before it becomes yours.

- ☐ **Photograph existing damage**
Hull, gelcoat and underwater body as far as visible: photograph anything noticeable and record it in the handover protocol.
- ☐ **Dinghy and outboard**
Inflate it, run the outboard, document existing damage.