

This checklist covers the basics that should be included in any skipper's pre-departure process. This list is not exhaustive and is provided to guide novice and trainee skippers to help them develop their processes.

- PASSAGE & PILOTAGE PLANS**  
Have prepared a passage plan including pilotage for ports of exit and entry & potential places or ports of refuge.
- ENGINE CHECK**  
Have run through an engine check including basic oil and water levels.
- FUEL & WATER LEVELS**  
Have checked the levels of both fuel and fresh water.
- VITAILING**  
Have enough food and supplies for the number of people & amount of time on board.
- SAFETY EQUIPMENT**  
Have checked the location and condition of safety equipment on board.
- DECK EQUIPMENT**  
Have checked the deck equipment including anchor tackle and running rigging.
- NAVIGATION CHARTS**  
Have appropriate navigation charts for the sea area including electronic navigation charts.
- INSTRUMENTS**  
Have checked the instruments including chart plotter and VHF radio.
- NAVIGATION LIGHTS**  
Have checked the navigation lights are functioning as expected.
- WEATHER FORECAST**  
Have obtained an up to date weather forecast.
- CREW SAFETY BRIEFING**  
Have briefed the crew on safety including a nominated person as first mate.
- MEDICAL & NEXT OF KIN DETAILS**  
Have obtained any medical needs of the crew and collected next of kin details.
- INFORMED SHORE CONTACT**  
Have informed the appointed shore contact of plans and estimated time of arrival.