

SVB Yacht Charter Checklist

To go over with the charterer before departure

- ☐ Is there a transfer included from the train station / airport?
- ☐ When arriving the night before: Where to stay?
- ☐ When will the check-in procedure take place?
- ☐ How much will the deposit cost?
- ☐ Is there a possibility of card payment? ☐ Yes ☐ No
- ☐ Any additional services ordered (insurance, outboard motor, final cleaning, etc.)
- ☐ Check through the equipment list thoroughly.
- ☐ Which maps/charts are on board, and are there any further area information available?
- ☐ Any further supplies included on board, such as: towels or bed linen?
- ☐ Ask about any other necessary documentation.

To go over upon arrival at the charter base

- ☐ Is there a gas station on site? (Otherwise, you will have to refuel on the way back.)
- ☐ Is there a supermarket nearby? Is there a delivery service?
- ☐ How long until the ship has to be back? When is the check-out?
- ☐ Can the last night be spent on board? Usually, the ship must be in the home port on Friday evening, the final check-out usually falls on a Saturday morning.
- ☐ Check the current weather. Is there another route recommendation due to the current weather situation?
- ☐ Who is the person of contact in case of problems with the ship? Exchange mobile phone numbers.
- ☐ If there is certain route recommendation, please inform the charter company as well.

The acquisition of the charter yacht

- ☐ Insist on having a thorough briefing of the ship during the daytime. Don't carry out the acquisition when it's dark out!
- ☐ Insist on having a joint viewing of the vessel; ask about any existing damage and have it recorded in writing.
- ☐ Bring another member of your crew with you during the acquisition and leave the other crew members ashore!
- ☐ There is always a checklist for the acquisition process. However, you should still draft up a separate list, with all of the relevant points that are important to you. Begin below deck and work your way systematically upwards. Below are some suggestions of what you can include on your list.

Briefing by the Charter

When the entire crew is on board

- ☐ Tour of the ship: assign cabins! Show and explain: toilets, storage rooms, pantry, windows, doors, hatches, etc.
- ☐ Explain how the lighting, switchboard and navigation equipment work
- ☐ Explain how the radio and GPS work. Everyone on board should know how to read a position and pass this information on via the radio.
- ☐ Show the position of: anchors, fenders, lines and dinghies
- ☐ Start the engine and tell everybody how to stop it as well!
- ☐ Explain the rules of conduct (behavior on and below deck)
- ☐ Safety briefing (see separate checklist)

Before setting sail

- ☐ Allocate tasks to the crew, discuss standard maneuvers
- ☐ Create a security plan
- ☐ Explain how the rigging and sails function

Setting sail for the first time

- ☐ Secure mooring line and anchor, pull in the fenders
- ☐ Practice stopping procedures. For this purpose: ride straight in calm water, at a low speed.
How fast can the vessel stop?
What can be adjusted to improve this?

The safety briefing by the skipper of a charter yacht:

The skipper is responsible for the vessel and crew, therefore, they should pay special attention to on-board safety.

In order to ensure that this happens, one should adhere to the following:

Life-saving devices

- ☐ Give all crew members an overview of all available rescue equipment on board
- ☐ Where is the life-saving equipment located?
- ☐ When must this equipment be used?
- ☐ How is it to be handled? Explain the proper handling of the lifesaving equipment on board.

Rescue exercises

- ☐ Proper use of the life jackets
- ☐ Exercise: familiarize crewmembers on how to deploy the dinghy
- ☐ MOB maneuver: Discuss this maneuver with all crewmembers.
Practice various scenarios and situations.
- ☐ Exercise: How do I put an emergency call out through the radio? Create an emergency call scenario whereby all crewmembers must read their GPS location via the radio.
Also explain how one can cancel a false alarm or transmission.

Fire on board

- ☐ What to do in case of a fire?
- ☐ Location and operation of fire extinguishers and fire blankets
- ☐ What to do in case of a fire in the engine room?
- ☐ How does the emergency shutdown of the gas system?

Leakage

- ☐ Leakage protection: Explain what needs to be done in terms of damage control and which items are on board to stop the ingress of water in case of a leak
- ☐ Operation of the automatic bilge pump(s), location and operation of the manual bilge pump(s)

Injured Person

- ☐ Location of first aid equipment and first-aid kit
- ☐ Set responsibilities for crew members

On board luggage

A charter holiday differs in many ways from a traditional holiday. This applies to the luggage which you wish to bring aboard as well.

First of all, suitcases do not belong aboard a ship! Suitcases are bulky and therefore difficult to store safely. Thus, they can become dangerous „missiles“ in harsh weather conditions. In any case, it's much better to pack your belongings in bags or duffel bags. These are easy to stow away and do not pose a danger in poor weather conditions.

Boat shoes:

It is important that the shoes are closed with a light, non-slip and non-marking sole. Because the shoes often get wet, a second pair should also be brought along. For the beach, but also for using the washroom facilities and showers of ports, a pair of sandals or slippers should also be brought along.

Sailing Clothing:

The clothing brought along will be determined almost entirely by the area in which your intended charter trip will take place in. Many charter trips take place in **southern climates**. Usually a lightweight, breathable and waterproof sailing jacket, combined with a pair of breathable and waterproof trousers will be sufficient here. Boots aren't usually necessary because bad weather is normally rare and if it occurs it's normally only for a short time.

The situation is different if you are traveling in **northern areas**. If you decide to travel on the Baltic Sea, the North Sea or on the IJsselmeer in the summer, only weatherproof sailing clothing and warm undergarments are mandatory. For cruising, oilskins are usually necessary to bring along in any case. These are often called „Coastal“ or „Offshore“ sailing clothes. As a warm middle layer, fleece is the best, as supports the breathability of functional clothing. Make sure not to wear cotton or wool under oilskins. Wool absorbs water and therefore destroys any breathability. This results in a clammy, wet feeling under the oilskin. Sailing boots and warm functional socks are also a must here!

Travel documents on charter trips

Remember to compile your personal travel documents together in a timely manner. Check the validity of your documents and think about any additional documents which you might need. The follow are usually required:

- ☐ Passport, visa (if needed)
- ☐ Identity card
- ☐ Boating license
- ☐ Radio certificate
- ☐ Charter contract
- ☐ Insurance documents

Guide books, nautical charts, handbooks and area guides are also very useful to bring along as well.