### Purpose

To check items that will promote a safe voyage and reduce the likelihood of an incident.

### Responsibilities

* Master – Ensure this procedure is carried out as written and to make any changes needed to this procedure to ensure the safety of the crew.
* Crew – Follow the procedure below at the direction of the vessel master.

### Procedure

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| **Step** | **Pre-departure Checklist** |
| **1.** | Check the weather forecast. Confirm that the conditions match the forecast.  If poor weather is forecast, make plans that will reduce risk of incident. |
| **2.** | Consider the planned route for the voyage and mentally note any local hazards or boating restrictions. |
| **3.** | Verify there is enough fuel for the voyage, including a reserve in case of trouble, and drain water from the tank. |
| **4.** | Check other fluid levels – oil, coolant, battery, etc. – and visually inspect hoses and belts. |
| **5.** | Check for signs of oil and water leaks in the engine compartment and in the hold. |
| **6.** | Confirm that bilge pumps will work. |
| **7.** | Check that drain plugs are securely in place. |
| **8.** | Visually inspect life rafts and lashings. |
| **9.** | Check that fire extinguishers and other firefighting equipment are in place. |
| **10.** | Pull out all charts needed for the voyage, with applicable corrections indicated, to make sure they are onboard, then put back in place. |
| **11.** | Check that the first aid kit, spare tools and spare parts are where they should be. |
| **12.** | Confirm that the battery charge indicator reading is normal. |
| **13.** | Check that the compass and other navigational equipment is working properly. |
| **14.** | Turn on radio 15 minutes before departure and begin monitoring. |
| **15.** | Make a test call to confirm you can transmit.  Check other communication equipment is operational. |
| **16.** | Turn navigation lights on and check they are working.  Turn off again if not needed at the moment. |
| **17.** | Count the number of people onboard and that you have enough lifejackets of the right size for everyone, including crew. |
| **18.** | Call shore base to report number of persons on board and voyage details – route and expected return time (unless on a regular schedule and route). |