

Trailer Annual Service Record

Keep an annual service history for a trailer, so its condition is a record of dates and work rather than a vague sense that it was fine last year.

The once-a-year service record for a trailer — bearings, brakes, coupling, tyres, lights and chassis — kept as a dated history rather than a walk-around before one journey.

INSPECTION RULES DIFFER BY COUNTRY AND BY USE

Whether a trailer has to be inspected or tested, how often, and by whom depends on its weight, what it is used for and the country it is used in, and trailers used for business are usually treated differently from private ones. Check what applies to yours — this sheet records the service, it does not set the interval.

Trailer make & model

ID / registration

Year

Chassis / VIN

Plated MAM

Unladen weight

Axles

SERVICE HISTORY

one line each year — the chain of dates is the record

Date	Miles or years	Work carried out	Parts fitted	By	Cost

BEARINGS AND HUBS

☐ Wheels jacked clear and checked for play at the top and bottom of the tyre

☐ Bearings stripped, inspected and repacked, or replaced

☐ Grease clean — milky grease means water, gritty grease means it is too late

☐ Seals, dust caps and split pins renewed where they were disturbed

COUPLING, DAMPER AND BRAKES

- ☐ Coupling head wear checked on the ball, and the locking mechanism working
- ☐ Overrun damper tested — it should push in slowly and return on its own
- ☐ Brake shoes, drums and auto-reverse mechanism inspected
- ☐ Brake rods, cables and compensator freed off, adjusted and greased
- ☐ Handbrake holds on a slope; breakaway cable or safety chain sound

WHEELS AND TYRES

- ☐ Tread, sidewalls and date code on every tyre including the spare
- ☐ Pressures set to your own figures for the load, not to a car's figures
- ☐ Wheel nuts tightened to your own torque figure, and re-checked after a run
- ☐ Rims checked for corrosion, cracks and buckling

LIGHTS AND ELECTRICS

- ☐ All lamps, indicators, fog and reversing lights, with a second person watching
- ☐ Plug, socket and cable clean, dry and clipped clear of the road
- ☐ Earth connection clean — most trailer light faults are an earth fault
- ☐ Number plate present, legible and matching the towing vehicle

CHASSIS, FLOOR AND BODY

- ☐ Chassis, drawbar and welds checked for cracks and corrosion
- ☐ Floor sound from above and from underneath
- ☐ Sides, ramps, doors and their hinges and catches

☐ Jockey wheel, prop stands, tie points and lashing rings

Signed

Print name

Date

Notes and anything specific to yours

Trailer Bearing and Brake Service Log

Keep the wheels-off detail a one-line annual record cannot hold.

One wheels-off service, hub by hub and wheel by wheel — the detail the annual service record squeezes into a single line.

YOUR AXLE MAKER'S FIGURES GO IN THE BLANKS

Bearing part numbers, grease type, hub nut torque and end float, brake shoe and cable specification all come from the axle maker or the trailer's handbook. Look them up once, write them in the maker's-figures rows below, and never guess them.

Trailer	Axle make & type	Axles	Braked?	Service date	Done by
Maker's bearing nos. — inner / outer	Seal part no.	Grease type	Hub nut torque / end float		
Maker's brake shoe / pad no.	Brake cable / rod spec	Coupling damper part no.	Wheel nut torque		

HUB AND BEARING WORK one line per hub — N/S near side, O/S off side

Hub	Miles / use	Grease found	Bearing state	Seal	Fitted	Nut set to	Immersed?
N/S 1	since last	clean / grey / water	smooth, rough, pitted	OK / weeping	bearings, seal, hub, grease		salt / fresh / no

BRAKE WORK per wheel, plus the coupling end

Wheel	Lining left	Drum / disc	Cable / rod	Adjusted	Auto-reverse	Handbrake	Breakaway	Tyre & pressure
	mm or fraction	scored, rusty, OK	free / seized	how	works?	holds?	cable OK?	set to yours

Utility Trailer Inspection Checklist

Catch deck rot, a seized ramp hinge or a chafed cable before it fails on the road, with a walk-round that goes further than a same-day pre-tow glance.

A walk-round for an open utility or general-purpose trailer — the deck, the sides, the ramp or tailgate, the lights and the running gear — between the quick pre-tow glance and the annual service.

A RECORD OF WHAT YOU CHECKED, NOT A CERTIFICATE

This records what was looked at and what was found. It is not a roadworthiness certificate and names no standard. What your trailer must be checked for, and how often, is set by your own regulator, your insurer and the trailer’s manufacturer, and that differs by country — check what applies to yours.

Trailer make & model	ID / registration	Date
Typical load	Unladen weight	Checked by

DECK AND FLOOR

☐ Deck boards or floor sound, with no rot, rust-through or soft spots

☐ Floor clear of debris that could hide damage or shift a load

☐ Load-securing points — rings, rails or hooks — intact and firmly fixed

☐ Mesh or drop sides close and latch properly

RAMP AND TAILGATE

☐ Ramp or tailgate hinges free and not seized

☐ Ramp springs or gas struts holding it under control, not dropping

☐ Locking pins and catches engage fully on both sides

☐ Ramp surface not slippery — grip strips or tread intact

COUPLING AND RUNNING GEAR

☐ Coupling head clean, greased and closing fully onto the ball

☐ Safety chain or breakaway cable fitted and not stretched

Notes and anything specific to yours

Boat Trailer Inspection Checklist

Inspect the things that only go wrong on a trailer that gets driven into the water — wet bearings, corrosion from the inside, and a winch strap nobody has unrolled in years.

An inspection for a trailer that gets driven into the water. Immersion, and salt water above all, does things to a trailer that no road trailer ever has to survive.

HEAT, WATER AND SALT

A hot hub dunked in cold water draws water in past the seal as it cools, and salt left inside a box section works from the inside out where nobody looks. Let the hubs cool before launching, and rinse the whole frame with fresh water afterwards — including the inside, through the drain holes.

Trailer make & model	ID / registration	Date
Boat & weight	Usual water	Checked by

BEARINGS, HUBS AND IMMERSION

☐ Bearing protectors seated, turning and holding grease	
☐ Hubs cool to the hand before the trailer goes in the water	
☐ Grease inspected — milky means water has got past a seal	
☐ Play checked at the top and bottom of each wheel	
☐ Seals, dust caps and hub nut retention sound	

CORROSION

☐ Whole frame rinsed with fresh water after every salt launch	
☐ Drain holes clear so box sections empty instead of holding brine	
☐ Galvanising or paint intact; no bubbling or flaking at the welds	
☐ Spring hangers, U-bolts, shackles and axle checked for section loss	
☐ Brakes, where fitted, flushed and freed off after immersion	

ROLLERS, BUNKS AND SUPPORTS

- ☐ Rollers turn freely and have no flat spots
- ☐ Bunk carpet sound, with no exposed staples or bolt heads
- ☐ Keel rollers aligned and carrying weight where the hull is strong
- ☐ Boat sitting square, hard against the bow stop

WINCH AND SECURING

- ☐ Winch strap or wire run out full length and inspected end to end
- ☐ Winch hook, safety catch, ratchet and brake pawl all working
- ☐ Separate bow safety chain fitted as well as the winch strap
- ☐ Transom or stern straps tight, and re-checked after a few miles
- ☐ Outboard supported, and mast, fuel and loose gear secured

LIGHTING BOARD AND ELECTRICS

- ☐ Lighting board removed or unplugged before the trailer enters the water
- ☐ Board mounted high, clear of the water, and secure
- ☐ All lamps, plug, socket and cable checked with someone watching

Signed

Print name

Date

Notes and anything specific to yours

Horsebox and Livestock Trailer Check

Check the floor properly before every trip, and run the same pre-travel routine each time so the animal side is not left to memory.

A pre-travel check for a horsebox or livestock trailer, starting with the floor — which is what actually fails on these — and ending with the walk-around before you pull away.

ANIMAL TRANSPORT RULES ARE LOCAL

Rules on transporting animals differ by country, and often by whether the journey is connected with a business: journey times, vehicle and trailer standards, and any authorisation or certificate of competence are all set locally. Check what applies to your journey before you load.

Trailer / horsebox	Registration or ID	Date
Towing vehicle	Journey	Checked by

FLOOR — CHECK THIS ONE PROPERLY

☐ Mats lifted and the whole floor seen dry, in daylight

☐ Floor probed for soft spots, especially at the back and along the sides

☐ Underside inspected from below for rot, corrosion and failed sealant

☐ Cross-members, bearers and floor fixings sound

☐ Rubber matting flat, with no lifting edges or exposed fixings

RAMP AND DOORS

☐ Ramp boards, hinges, springs and any lifting aid

☐ Ramp catches and jump flaps engage positively on both sides

☐ Groom's door opens from inside as well as out

☐ Rear doors, breeching gates and their hinges and pins

PARTITIONS AND THE INSIDE

- ☐ Partitions, breast bars and breeching bars secure and quick to release
- ☐ Tie rings and their fixings sound — a tie ring should hold, or break safely
- ☐ No sharp edges, protruding bolts, splinters or torn lining anywhere
- ☐ Interior lights work and are protected
- ☐ Bedding down as you intend to travel, and the surface not slippery

VENTILATION, WATER AND THE JOURNEY

- ☐ Vents and roof lights open, and set for the weather on the day
- ☐ Airflow not blowing directly onto a travelling animal
- ☐ Water containers filled, secured and reachable at a stop
- ☐ Hay nets tied high enough that they cannot be trodden on when empty
- ☐ Journey time, rest stops and a breakdown plan agreed before loading

BEFORE YOU PULL AWAY

- ☐ Coupling seated and locked; breakaway cable or safety chain connected
- ☐ Jockey wheel raised and clamped; handbrake released
- ☐ Tyre pressures, condition and age, including the spare
- ☐ Wheel nuts tight; hubs not running hot after a short run
- ☐ All lights and indicators checked with someone watching

Signed

Print name

Date

Towing Weights and Limits Record

Get your own towing figures out of four different documents and onto one sheet, with a line for every time the outfit is actually weighed.

A fill-in-once record of the weights and limits that apply to your own vehicle, trailer and licence, so the numbers are written down instead of half-remembered on a weighbridge.

EVERY FIGURE HERE IS YOURS, NOT OURS

Nothing on this sheet sets a limit. Towing limits come from your vehicle manufacturer and the plates on the vehicle and trailer; what you are entitled to tow comes from your licence, and licence categories differ by country and by when you passed your test. Copy every figure from your own registration document, the plates themselves, and the licensing authority where you live — and check it again if any of those change.

TOWING VEHICLE

Make & model		Registration		Year
Kerbweight / mass in service		Gross vehicle weight		Source of figures
Max braked trailer	Max unbraked	Max train weight	Max noseweight	

TRAILER

Make & model		Chassis / ID no.		Year
Plated MAM	Unladen weight	Axles	Braked?	Coupling rating
Max axle load	Tyre size & load index		Noseweight limit	

LICENCE AND ENTITLEMENT check this against your own authority, and date it

Driver	Licence categories held	Date test passed
Entitlement confirmed on	Checked against — authority or document	

WEIGHED, LOADED AND CHECKED

Caravan Habitation Check Record

Record damp readings at the same points year after year, so a wet corner shows up as a trend long before it shows up as a repair bill.

A record of a habitation check on a caravan or motorhome — damp readings taken at the same points every time, then gas, water, ventilation, electrics, appliances and the seals that keep it dry.

GAS AND WARRANTY CHECKS ARE SOMEBODY'S JOB, NOT THIS SHEET'S

Gas work is regulated in most countries and usually has to be done by a qualified person, and many warranties depend on an annual habitation check by an approved workshop. Check what applies where you are. This sheet records what was found; it is not a substitute for a check that has to be carried out by somebody qualified.

Caravan / motorhome

Registration / CRiS / VIN

Year

Date of check

Checked by

Next check due

DAMP READINGS same points every year — the trend matters more than one number

Location	Reading	Date	Reading	Date	Reading	Date	Trend and action
corners, lockers, under windows	check 1		check 2		check 3		

GAS

- ☐ Bottles secure, in date where they are dated, and turned off in transit
- ☐ Regulator, hoses and clips inspected and within their own replacement date
- ☐ Locker vents and drop-out holes clear and unobstructed
- ☐ Appliances lit and burning cleanly, with no lifting or yellow flame
- ☐ Carbon monoxide alarm present, in date and tested

WATER AND DRAINAGE

- ☐ Fresh tank drained, sanitised and refilled; pump and filter working
- ☐ Waste tank, drain valves and traps flushed and free
- ☐ No weeping at pipe joints, pump, taps or the water heater
- ☐ Shower tray, sink and toilet seals sound

VENTILATION

- ☐ Fixed low and high level vents clear — never blocked, whatever the weather
- ☐ Roof lights and their seals open, close and lock
- ☐ Extractor fans and hob vent working

ELECTRICS

- ☐ Hook-up lead, plug and RCD inspected and the RCD test button used
- ☐ Consumer unit, sockets and 12V circuits working with nothing warm
- ☐ Leisure battery tested under load and its terminals clean
- ☐ Solar panel and charge controller output seen and recorded

APPLIANCES

- ☐ Fridge on all the power modes it offers, and its vents clear
- ☐ Space heating and water heating run up to temperature

- ☐ Smoke alarm tested and its own expiry date checked
- ☐ Fire extinguisher and blanket present, in date and reachable

BODYWORK AND SEALS

- ☐ Every external seam, seal and joint checked for cracking and shrinkage
- ☐ Windows, doors, lockers and their seals closing and sealing
- ☐ Roof, aerial, solar and vent seals sound
- ☐ Underside, wheel arches and floor edges checked for corrosion and damage

Signed

Print name

Date _____

Notes and anything specific to yours

Outboard Motor Service Log

Service an outboard by hours rather than by dates, and keep the impeller and anode record that decides whether the motor has a long life or a short one.

Hours, servicing and salt-water flushing for an outboard motor. The impeller and the anodes are the two cheap parts whose neglect turns into an expensive one.

Motor make & model

Serial number

Year

Boat

Shaft length

Two or four stroke

Fuel

SPECIFICATIONS from your own manual — look them up once

Engine oil grade & qty

Gear oil grade & qty

Oil filter part no.

Water pump / impeller kit

Spark plugs & gap

Fuel filter part no.

Anode part numbers

Propeller & pitch

Prop nut torque

SERVICE LOG

Date	Hours	Eng oil	Gear oil	Impeller	Plugs	Anodes	Fuel filt	Work and notes

[illegible]

AFTER EVERY USE IN SALT WATER

- ☐ Flushed with fresh water long enough for the block to run cool
 - ☐ Cowling off, engine wiped down and inhibitor sprayed
 - ☐ Anodes looked at — they are meant to waste, but not to vanish
 - ☐ Fuel connector, clamps and controls rinsed and dried
 - ☐ Propeller checked for line, weed and a bent blade
 - ☐ Motor tilted down to drain, then stored as the manual says

Notes and anything specific to yours

Boat Engine Hours and Service Record

Turn the hour meter into a service schedule you can actually read.

The engine hour meter read at the end of every run, and the servicing that falls due against those hours — so the next oil change is a number on the page, not a feeling about last summer.

YOUR MANUFACTURER'S SCHEDULE, IN YOUR HAND

The hours at which each job falls due come from your engine manufacturer's schedule, and they differ between engines, fuels and how hard the boat is used. Copy your own schedule into the first block and use it every time. An outboard belongs on the Outboard Motor Service Log; this sheet is for an inboard or sterndrive with an hour meter.

Vessel

Engine make & model

Serial no.

Fuel

Hours at start of sheet

Meter reads in

Oil grade & quantity

SERVICE SCHEDULE

your manufacturer's interval, and the hours it is next due

Job	Every (hrs)	Or every	Last done at	Next due at	Part / filter no.
oil & filter, fuel filters, impeller, belts...	from your schedule	months / season	hrs	hrs	

Notes — parts bought, faults found, who did the work

HOURS LOG

Marine Battery and Electrical Log

Track battery voltages as a series rather than a single reading, so a bank that is dying is obvious well before it strands you.

A record of the battery bank, its charge readings, the anodes and the electrical system on a boat, where almost every flat battery turns out to be a corroded terminal.

Vessel	Make & model	Year
Charger / controller	Shore power fitted?	Solar fitted?

BATTERY BANK

fill in once, then update when a battery is changed

No.	Bank	Chemistry	Capacity	Fitted	Replace by	Where
	start / domestic	flooded, AGM, gel, lithium	Ah			

ANODES

shaft, rudder, trim tabs, engine, hull

Date	Location	Wear	Replaced	Notes

SHORE POWER, SOLAR AND WIRING

- ☐ Shore lead, plug and socket — no heat damage, no corrosion, no cracked insulation
- ☐ RCD or breaker tested with its own test button, not just looked at
- ☐ Galvanic isolator or isolating transformer checked where one is fitted
- ☐ Battery isolator switches operating, labelled and reachable in a hurry
- ☐ Terminals clean, tight and protected — this is where the fault usually is
- ☐ Fuses and breakers correctly rated for their cable, and labelled
- ☐ Cable runs supported, and nothing chafing where it passes through a bulkhead
- ☐ Nothing live sitting in the bilge, and bilge pump wiring above bilge water
- ☐ Charge controller settings matched to the battery chemistry actually fitted
- ☐ Solar output measured in sun and written in the log below

CHARGE AND CONDITION READINGS

Date	Bank	Resting V	Under load	Charging V	Charged by	Notes

Keep an inventory of the safety gear aboard with the date each item expires, so the out-of-date ones are found at the dock rather than at sea.

An inventory and expiry record for the safety gear on a boat — lifejackets, flares, extinguishers, pumps, radio and beacons — so you find out what is out of date at the dock, not at sea.

What you must carry, how it has to be serviced, and how out-of-date pyrotechnics may be disposed of are set by the country you are in, the water you use and the size and type of your boat, and they change. This is not a carriage list: it is a place to write down what you actually carry and when each item runs out. Check the requirements that apply to you before you go.

Vessel	Type & length	Where used
Checked by	Date of check	Next check due

[illegible]

FLARES AND SIGNALS

Type	Quantity	Expiry	Stowed where	Replaced	Disposal arranged

FIRE EXTINGUISHERS AND BLANKETS

No.	Type	Location	Made	Serviced	Replace by	OK

EVERYTHING ELSE ABOARD tick, and write the date on anything that expires

- | | |
|---|---|
| ☐ Bilge pump — electric, run and seen to move water | ☐ Lifebuoy, danbuoy and throw line |
| ☐ Bilge pump — manual, and its handle where you can reach it | ☐ First aid kit — contents checked, not just the box |
| ☐ Float switch tested by lifting it, not by the panel switch | ☐ Engine kill cord and a spare |
| ☐ VHF radio tested, and DSC registration current | ☐ Torch, spare batteries and a waterproof light |
| ☐ EPIRB or PLB — registration and battery date | ☐ Anchor, chain and warp, ready to run |
| ☐ Liferaft service date, and its painter made fast | ☐ Navigation lights and a radar reflector |

Liferaft and Safety Gear Service Record

Keep the certificates and service dates for everything sent away for testing.

The items on a boat that are sent away, tested or recertified — liferaft, hydrostatic release, lifejacket cylinders, beacons, extinguishers — each with its own service history, in one place for when the surveyor or the insurer asks.

SERVICE INTERVALS ARE THE MAKER'S AND THE STATION'S, NOT OURS

How often each item has to be serviced, who may do it and whether it must be done at all depends on the maker, the type of boat and the rules where you sail — the interval is a blank here, for the figure from your service station or manufacturer. The Boat Safety Equipment Check is the inventory of what is aboard; this is the servicing file for the items that leave the boat.

Vessel

Service station used

Phone / email

LIFERAFT from the plate on the canister or valise

Make & model

Serial no.

Persons

Pack type

Date of manufacture

Stowed where

Hydrostatic release — make & fitted

HRU replace by

Painter secured to

LIFERAFT SERVICE HISTORY

Date sent	Station	Work & findings	Certificate no.	Next due	Cost	Back aboard

Notes — what the station found, what was condemned, what to budget for

OTHER SERVICED ITEMS cylinders, beacons, extinguishers, harness tethers — one line per service

Antifoul and Hull Treatment Log

Know exactly what is on the hull before you buy the next tin.

What went on the hull, when, and how it was prepared — every antifoul coat, primer, epoxy and polish, with the tin details written down so the same product can be found again next year.

THE TIN, THE YARD AND THE LOCAL RULES DECIDE

Which products you may use, how many coats they need and how the old paint and washings must be caught and disposed of are set by the maker's data sheet, the yard and the rules where you are — none of that is printed here. This sheet stops you standing in the chandlery trying to remember what you used last time.

Vessel

Hull material

Usual water

Current antifoul — product & type

Colour

Compatible over

HULL TREATMENT HISTORY

one line per coat or job, oldest at the top

Date	Job	Product & colour	Batch no.	Coats	Prep done	Litres used	By
	antifoul, primer...		from the tin		scrape, sand, wash, key		

FOULING AND CONDITION AT HAUL-OUT

weed, slime, barnacles: none, light or heavy — what came off tells you if it worked

Date hauled	Months in	Weed	Slime	Barnacles	Worst area	Paint left	Osmosis / blisters
					waterline, keel, rudder...	worn through?	seen where

Winter Lay-Up and Launch Checklist

Put the autumn lay-up jobs and the spring launch checks on the same page, so what you did in October is in front of you in April.

The same jobs in both directions — what to do when the boat comes out in autumn, and what to check before it goes back in the water in spring. One sheet per season, signed at both ends.

YARD AND LOCAL RULES ON ANTIFOULING

Where you may work on a boat ashore, what antifouling you may apply, and how the washings and old paint have to be collected and disposed of are set locally and by the yard. Ask before you start scraping.

Vessel		Season / year		Stored where	
Laid up on	By	Launched on	By		

LAYING UP — AUTUMN

- ☐ Engine flushed, oil and filter changed while warm
- ☐ Coolant and raw water side protected against frost
- ☐ Fuel tanks left full and treated against condensation
- ☐ Gear oil drained and checked for water
- ☐ Batteries off, charged, and on a maintainer
- ☐ Seacocks closed, freed off and greased
- ☐ Bilge dry, and the bilge pump left able to work
- ☐ Water system drained down completely
- ☐ Hull washed off before the growth dries hard
- ☐ Sails, ropes and canvas dried before they are bagged
- ☐ Electronics, flares and papers taken home
- ☐ Cover fitted so it sheds water and cannot flog

BEFORE LAUNCH — SPRING

- ☐ Anodes replaced, and the old wear noted
- ☐ Antifouling applied and the yard's rules followed
- ☐ Skin fittings, hoses and clips checked from inside
- ☐ Seacocks opened, then watched for weeping
- ☐ Impeller replaced or inspected before first start
- ☐ Belts, hoses, oil and coolant levels checked
- ☐ Batteries refitted, terminals cleaned and greased
- ☐ Water system refilled, sanitised and run through
- ☐ Steering, throttle and gear controls full travel
- ☐ Safety gear back aboard and in date
- ☐ Bilge pump and float switch tested with water
- ☐ Engine run and cooling water seen before leaving the berth

Laid up — signed	Launched — signed	Date

Boat Berth and Mooring Record

Keep the berth paperwork and the mooring gear history on one sheet.

Where the boat is kept, what the berth costs and when it renews, and a dated record of the lines, chain, swivel and fenders that are holding it there.

YOUR HARBOUR'S TERMS, NOT OURS

Berth fees, what the harbour requires of a mooring and how often the ground tackle has to be lifted and inspected come from the marina, the harbour authority or the mooring contractor — write their figures in the blanks. The sheet holds what you agreed and what you checked, not what it ought to be.

Vessel

Length overall

Beam

Draught

Insurance renews

BERTH OR MOORING from the agreement — copy it once, update when it changes

Marina / harbour / mooring owner

Berth or mooring no.

Type

Winter storage — where

Contact & phone

Agreement runs from

To

Notice to give

Fee & what it covers

Paid how often

Last paid — date & invoice no.

Next payment due

Access code / key no.

Harbour rules on the mooring — anodes, chain size, lifting, who may work on it

MOORING GEAR CHECKS lines, chain, shackles, swivel, buoy, fenders, cleats

Date	What was checked	Chafe / wear	Replaced	Inspected by	Next check
	lines, chain, riser, swivel...	where	what, with what	diver, contractor, you	your interval

Crew List and Passage Plan Sheet

Leave a shore contact with everything they need if the boat is overdue.

Who is aboard, where the boat is going and when to worry — filled in before you leave and handed to someone staying ashore.

LEAVE A COPY ASHORE

What you must file, with whom and for which waters is set where you are and where you are going; this is the working plan and crew list, not an approved form. The underway record — position, course, weather as it happens — is the Sailing Passage Log and stays on the boat. This sheet stays on land.

Vessel

Type & colour

Call sign / MMSI

Sail no. / reg.

Skipper

Skipper's phone

Shore contact & phone

Liferaft aboard?

CREW LIST everyone aboard, including children and guests — role: skipper, mate, crew, guest

Name	Age	Role	Experience	Next of kin & phone	Medical / dietary	Swims?

PASSAGE PLAN written before you go, with the alternatives already chosen

From

To

Depart — date & time

ETA

Route & waypoints

Distance

Est. hours

Ports of refuge along the way

Tidal gates / constraints

Forecast obtained — source & time

Wind / sea expected

Fuel & water aboard

Overdue — if not heard from by

Shore contact should call

Arrived — confirmed at