Woods Hole Oceanographic Institution Marine Operations

**Inspection Check List for Chartering of Non-UNOLS Vessels Under 40ft**

**Please fill in as many details as possible**

<table>
<thead>
<tr>
<th>Vessel Name/Year Built/Description:</th>
<th></th>
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<tbody>
<tr>
<td>Charter Vessel Owner/Operator:</td>
<td></td>
</tr>
<tr>
<td>Address and Contact Information:</td>
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<td>Address and Contact Information:</td>
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<tr>
<td>Licenses held:</td>
<td></td>
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<tr>
<td>Vessel Type and General Description:</td>
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<tr>
<td>Length Overall:</td>
<td></td>
</tr>
<tr>
<td>Displacement:</td>
<td></td>
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<tr>
<td>Tonnage [GT/GRT/NT]:</td>
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<tr>
<td>Draft:</td>
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<tr>
<td>Radio Call Sign:</td>
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<tr>
<td>Vessel Material/Type of Construction:</td>
<td></td>
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<tr>
<td>Certificate/Letter of Designation (type/exp date,ID #’s, etc)</td>
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</tr>
<tr>
<td>Marine/ Crew Maritime Licenses</td>
<td></td>
</tr>
<tr>
<td>Charter Vessels Home Port:</td>
<td></td>
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<tr>
<td>Number of Passengers/Scientists that can be carried:</td>
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</tbody>
</table>
Check each category listed below as appropriate for the charter mission and operating area. Ensure necessary equipment is aboard and operates properly.  
To be filled out by vessel owner prior to cruise.

Motorboats operating in coastal waters should carry at least the following equipment:
- One VHF or agency radio, or cell phone, whichever is more appropriate to the environment.
- Class I, II, III or V PFD for each person on board, plus one ‘throwable’ device.
- Signal flares - smoke flare(s) and ≥ 3 day/night signaling devices.
- Fire extinguisher(s) which meet or exceed those required by law
- Horn, whistle, or other audible signaling device.
- Proper registration and documentation for the vessel.
- Each vessel shall meet federal, state, and local numbering requirements.
- Anchor and anchor line
- First aid kit and, if diving, an oxygen unit, rescue blanket, etc.
- Navigational items – compass, GPS, charts
- Bilge pumps manual and electric if feasible

Suggested equipment as appropriate for vessel & operations:
- Alternate method of communication and a personal locator beacon or comparable emergency signaling device
- Oars or paddles
- Boat Fenders
- Emergency repair kit and tools
- Running and RAM lights as needed.
- Dock lines
- Boat hook
- Drinking water
- Radar
- AIS
- Boarding ladder
- Search lights
- Spare fuel and oil, if needed
- Sea anchor
- Spare parts including prop, nut, etc.
- Suitable tool kit
- Extra lines and tow harness
- Extra food rations
- Flags – dive and alpha- If diving
- EPIRB &/or PLB
- Spare key and deadman clip
- Depth Sounder
EQUIPMENT CHECKLIST
To be filled out by the PI upon arrival for in person inspection of the vessel

TRIP DATE: ___ /___/_____
Month day year

- Personal papers; operator’s certificate or license (if required) onboard, current.
- Ship’s papers; registration or documentation certificate.
- Life jacket suitable for each person on board, readily accessible, in good condition.
- Throwable flotation aid immediately available.
- Fire extinguishers conveniently placed, fully charged, in good condition.
- Visual distress signals with current expiration dates.
- Horn working.
- Bell (if required) onboard.
- Anchor and anchor line appropriate to area, depth, conditions.
- Compass properly adjusted.
- Charts for the area, up to date.
- Navigation tools.
- Boat hook.
- Mooring lines and fenders in good condition.
- Paddles or oars.
- Tool kit and spare parts (including light bulbs, fuses).