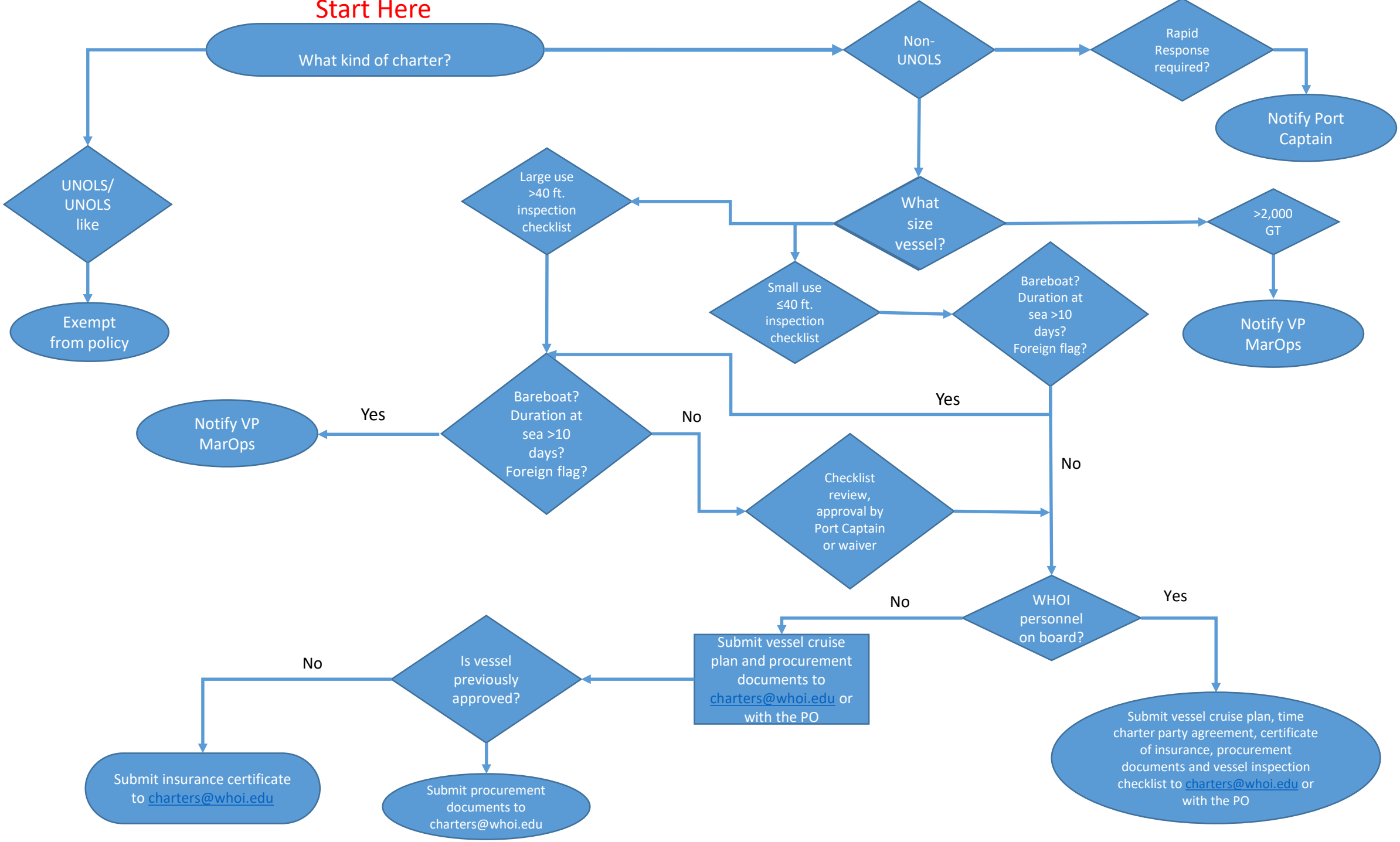
Start Here
What kind of charter?
UNOLS/ UNOLS like
Exempt from policy
Non-UNOLS
Rapid Response required?
Notify Port Captain
What size vessel?
>2,000 GT
Notify VP MarOps
Large use >40 ft. inspection checklist
Small use ≤40 ft. inspection checklist
Bareboat? Duration at sea >10 days? Foreign flag?
Yes
No
Bareboat? Duration at sea >10 days? Foreign flag?
Yes
Notify VP MarOps
No
Checklist review, approval by Port Captain or waiver
WHOI personnel on board?
No
Yes
Submit vessel cruise plan and procurement documents to charters@whoi.edu or with the PO
Is vessel previously approved?
No
Submit insurance certificate to charters@whoi.edu
Submit procurement documents to charters@whoi.edu
Submit vessel cruise plan, time charter party agreement, certificate of insurance, procurement documents and vessel inspection checklist to charters@whoi.edu or with the PO