

Vessel Charter
Vessel Cruise Plan and Additional Information
To be completed - For Each Cruise

1. Vessel Name _____
2. Names of all ship's crew (unless provided to Mar Ops previously) _____
3. Names of all scientific personnel (incl. techs) _____
4. Designated Master & Chief Scientist during this voyage: _____
5. Date/time and port of departure _____
6. Date/time and port of arrival _____
7. Total number of days _____
8. Cruise track (waypoints), ETA at those points and operating area(s) _____
9. Area of operation _____
10. Summary of the type of operation and science planned _____
11. Communications plan (includes means of communication, primary means, secondary means, phone numbers, call signs, etc) _____
12. Information concerning the use of hazardous materials, explosives, & radioactive material during the cruise

13. Other info as appropriate _____
14. PI Requestor _____
15. Admin Requestor _____
16. Project Number _____
17. Vessel and COI suitable for type of operation and are appropriate for the circumstances of this cruise and additional cruise requirements have been considered? Yes No
18. Current vessel checklist on hand? Yes No
19. Current vessel Certificate of Insurance (COI) on hand? Yes No
20. Cruise dates within a COI date range? Yes No

Requester Signature _____

Date _____

Please include the following documents – email all to charters@whoi.edu

- a. Charter Agreement
- b. Completed Sole Source, if applicable
- c. Completed Purchase Requisition and contract
- d. Completed Vessel Charter Checklist on hand with Marine Operations attached
- e. Valid Certificate of Insurance on hand with Marine Operations attached