

Ocean Sailing Expeditions Safety Brief Checklist

Item	Description	Done
Safety		
Lifejackets	Storage location, lights, whistle, inflation, when and how to put on and inflate. Adjust straps so firm. Who can't swim?	
Safety Tethers	When and where to clip, length of tether, on from sundown to sun rise and in heavy seas where MOB hard to see	
Flares	Location, types and how to operate	
Life raft	Location, deploy to leeward, how to deploy, boarding from boat/water	
Grab bag	Location of grab bag, VHF, Sat-phone (see grab bag list)	
On board hazards	Boom, winches, cleats, ropes, boat movement, stairs, falling over, fingers, toes, ribs, dangers of fending off, toilets	
First aid kit	Location of kit, qualified first aiders to access drugs, logging use of supplies, calling for medical advice. Avoid accidents.	
Medicines	Access to drugs. Storing personal medication and taking when required.	
Sea sickness	Sea-sickness pills. Contributors: sleep, alcohol, caffeine, fatty foods, anxiety. Keep warm, hydrated, fed, eyes on horizon. Take the helm. Rest, close eyes, sleep.	
Hydration	Body needs 2 litres per day in normal conditions, 1 ltr digestion, 1 ltr for hydration. Increase fluids in hot weather. 5% dehydration = 25% loss of brain power.	
Food intake	Maintain regular snacks and meals. Carry snacks in pockets. Hunger will lower body heat and bring on sea sickness in rough/cold weather.	
Sun protection	Hydration, hat, sunscreen, shade	
Clothing	Layer up and down to manage heat. Stay dry, keep head warm	
Look out	Look out for land, water obstacles and other boats every 10-20 minutes. Call distance of obstacles and direction using clock hands	
Operations		
Anchoring procedure	DOWN: Boat into wind, speed zero, dropping anchor, rope bridle, use of bow thruster, chain counter, hand signals. UP: Removing bridle, raising anchor, last 5m, tidying away, hand signals.	
GPS	Reading off a position	
Toilets	Standard operation, seated at all times. Use of lectra san in port only.	
Water pump	On/off switch, using hot and cold water, switching tanks over	
Bilge pumps	2 x auto and 1 x manual. Checking bilge, leave on at switch board, no rubbish in bilges.	
Water maker	On/off, flush cycle	
Shower	Shower process, shower pump operation, window open.	
Underway	Close hatches, windows, 1 hand for you, sit down, stay in cockpit	
Engine	Engine checks, oil level, coolant level, filters, belts, fluid leaks, oil pressure, water outflow, batteries charging. Staring and stopping.	
Fuel/Gas	Location of fuel and bottle taps. Gas off at night. Stove operation.	
Refrigeration	Fridge/freezer on/off. Cold at top, rotate, use containers. Check strainer	
Washing machine	Operation, how much to load, when to use, washing ball.	
Main hatch	Process to close and lock staying/going.	
Lighting	Cabin and saloon lights, night lights: Nav, anchor, steaming, down lights	
Sailing		

Furling Genoa	How to furl and unfurl. Reefing. 2 speed winches, fingers clear.	
Mainsail	Raising main, lazy jacks, reefing lines, putting reefs in main, lowering main, lazy jacks.	
Gennaker	Launching and retrieving	
Storm sail	Setting	
Trysail	Setting	
Storm drogue	Setting	
Electronics	Use of AIS, chart plotter, instruments, radar, auto pilot,	
Bow thruster	Operation	
RIB	Location of outboards and fuel	
Emergency		
MOB	Call MOB: Spotter, life rings, dan buoy, MOB button, throw torch, furl genoa, check water free of lines and start motor. Check compass track and use reciprocal track back. Recovery: Approach with bow to wind on windward side. Use Halyard to lift if abeam. Boat hook. Line in water – watch prop Man in water: Use whistle/torch, board on leeward side if rough or aft if water flat. Knees up to chest, breath slowly, don't panic.	
VHF & SSB radio	Mayday call and DSC procedures	
Sat phone	Making a call. Emergency numbers.	
Hull damage/Bilge pumps	Check fresh/salt water. Make MAYDAY call, get boat level, head downwind or tack to opposite side. Primary, secondary and manual pumps. Use of engine sea intake/sock and buckets. Locate hole, check sea cocks, use plugs. If bigger damage, plug damage with cushions, bedding, floor boards, life jackets, reduce inflow, temporary repair – floor boards, screws, glue, plugs – look around. Assess inflows – prepare life raft and grab bags.	
Dismasting	Get below to avoid crushing. Location of hack saw, disc grinder. Protect hull, salvage mast if safe.	
EPIRB	Location and operation	
PLB's	Operation	
Fire/Fire extinguishers	Where, what type and how to use them. Allocate 2 to fight fire, others to make MAYDAY call and prepare life raft and grab bag. Turn fuel off and block engine air intakes.	
Emergency muster	6 short and 1 long blow of your whistle.	
Knives	Location of knives	
Tools & repairs	Location of tools and spares	