

Osprey Island Yacht Delivery Checklist

This checklist is important to determine the seaworthiness of the yacht to be delivered. If possible, all blanks are to be filled in and all items listed below reviewed by an authorized Marina or a person familiar with the vessel. Maintenance records pertinent to the following checklist will be helpful. Please circle the number/letter of items that are unsatisfactory and attach a sheet explaining the defects and/or refits.

I PRE VOYAGE SURVEY ~ PREPARATION and SPARES

A. Hull Integrity

1. Overall construction: note weaknesses, leaks? ____ OK ____
2. Locate and operate through hull fitting:
 - a. Exercise valves
 - b. Double hose clamps below waterline
 - c. Note location of each
3. Stuffing boxes and rudder packing: Check for wear and leakage
4. All seawater hoses: Inspect for deterioration
5. Hatches, ports and deck fittings; Check for leaks and secure
6. Dead ports for all portholes larger than 2 sq. ft.
7. Inventory tools
8. Hull repair kit
 - a. Underwater epoxy
 - b. Approximate cloth and other patching material
 - c. Other sealants, silicone, 3M 5200, bedding compound
 - d. Other fastenings, duct tape, etc.

B. Engine and Drive Train

1. Visual Check
 - a. Engine mounts, alignment and shaft coupling
 - b. Oil leaks
 - c. All belts, condition and tension
 - d. Fluid levels
 - e. Electrical wires, clamps, etc.
 - f. Hoses, especially exhaust and gate valve or vented loop
2. Running Check: Seawater exhaust: good flow? ____
3. Spares as required for the duration of the voyage; at minimum:
 - a. Fluids and lubricants for at least one fluid change
 - b. Filters, complete set
 - c. Belts, complete set
 - d. Impeller and gasket
4. Note tank and consumption, budget power range and changing time

C. Plumbing (essential systems)

1. Bilge Pumps
 - a. Check operation and clean strainers
 - b. Inventory spares and rebuild kits
 - c. Note possible alternative pumps and make provision for converting (Main engine raw water intake, head intake, sump pumps, etc.)
2. Tank
 - a. Fuel: quantity _____ gallons per hr. @ highest authorized cruising RPM _____
 - b. Water: quantity _____
 - c. Top off as required _____
 - d. Check all deck fills and caps _____
 - e. Check system valves to isolate tank as required _____
3. Fresh water pumps and plumbing
 - a. Check for leaks _____
 - b. Inventory necessary spares _____
 - c. Circuit breaker OFF for pressure sump when not in use _____

D. Electrical

1. Check alternator, belts, connections, voltage regulators, etc.
2. Check batteries
 - a. Fluid level
 - b. Terminals, clean corrosion
 - c. Battery boxes, secure against any possible movement
3. Generators
Some visual/running inspection as main engine
4. Output check
Spares as necessary
5. Essential lighting: Check and repair as necessary
 - a. Navigation lights
 - b. Steaming and signal lights
 - c. Search light
 - d. Night lighting below
 - e. Spares for each, including bulbs, sockets, wires, lenses, and fuses, etc.

E. Steering

1. Cable system
 - a. Check wheel sprocket and chain
 - b. Tension and lubricate cables
 - c. Check all sieves, pins and points of attachment
 - d. Check rudder post, quadrant and especially keyway
2. Hydraulic system
 - a. Fill reservoir
 - b. Check system for leaks
 - c. Check steering ram mounts and tiller arm connections

F. Spars and Rigging

1. Check all standing rigging, end fittings, clevis and cotter pins; Tape if necessary
2. Check running rigging for chafe, etc.
3. Check all winches, deck blocks and sieves for free operation: Lubricate
4. Check gooseneck filling, mast partners, chocks, boot and mast step
5. Inventory rigging spares, spare wench handles and ditty bag
6. Rigging cutters

G. Dock Layout and Gear

1. Inventory and clear M.O.B. equipment
 - a. M.O.B. pole
 - b. Life rings
 - c. Gravity switch strobe
 - d. Drogues, sea dye and heaving line
2. Rig Jacklines for safety harnesses, locate secure points of attachment in cockpit area
3. Check lifelines and stanchions
4. Rig knives @ standard location, i.e., binnacle and boomvang
5. Clear decks of all loose gear and secure all essentials
6. Check radar reflector and ground tackle

H. Dock Lines and Equipment

1. Number of lines with lengths, construction type and size
 - a. Bow lines _____
 - b. Spring lines _____
 - c. Breast lines _____
 - d. Stem lines _____
2. Fenders: Quantity and size _____

I. Ground Tackle and Related Equipment

1. Number of anchors with their types and sizes, e.g.: Danforth ___ Plow ___ Delta ___ Kedge ___
2. Rhodes length, construction/sizes, with anchors mated to _____

II CREW MANAGEMENT

- A. Personal Safety
 - 1. Foul weather gear, float coats, etc.
 - 2. Safety harnesses
 - 3. Personal strobe lights
 - 4. Life jackets
- B. Medical Supplies
 - 1. Complete First Aid Kit, CPR mask, manual and EMT textbook
 - 2. Seasick remedies, including Dramamine

III HEAVY WEATHER

- A. Storm Sails
 - 1. Tri Sail or 3rd reef
 - 2. Heavy weather jib
 - 3. Storm or staysail
- B. Sea Anchor or Strobe
- C. Adequate lines or warps for slowing vessel

IV CHARTS and NAVIGATION

- A. Departure and landfall charts with approaches and harbor details
- B. Small Scale plotting charts, departure to destination
- C. Emergency landfall charts
- D. Light lists, sailing directions, Coast Pilots or Cruising Guides
- E. Departure and Landfall tide tables

V EMERGENCY GEAR

- A. P.D.F.'s: No. of Adults _____ No. of Children _____
- B. Number of Survival Suits: _____ Sizes: _____
- C. Fire extinguisher: foam in gallons: _____ CO2 in lbs. _____ Dry chemical in lbs. _____
Halon in lbs. _____ Services dates/or adequately charged in the green zone
- D. EPIRD(s) _____ Expiration date _____ Last date tested _____
- E. Handheld VHF(s) _____
- F. Distress Signals
S.O.L.A.S. approved, for offshore sailing includes: (Required and expired inventory)
 - a. (4) Red parachute flares/star rockets c. (4) White handheld flares
 - b. (4) Red handheld flares d. (2) Orange smoke signals
- G. Set of International Code Flags with #102 International Code Book
- H. Emergency through hull plugs: Yes _____ No _____

VI ABANDON SHIP EQUIPMENT

- A. Life raft, high quality with:
 - 1. Double floor 2. Double tubes 3. Canopy 4. Standard life raft supplies 5. Extra food/water
- B. "Ditch Kit" containing:

1. Sea anchor and line	6. Flashlight, batteries and bulbs	11. Fishing kit
2. SS knife	7. Flare and smoke signal kit	12. Sponges
3. Bailer	8. Seasickness pills	13. Signaling mirror
4. Paddles	9. First Aid Kit	14. Survival information
5. Raft repair kit and pump	10. One plastic bag per person	

VII MISCELLANEOUS

Ship's compass with functioning light: Magnetic ____ and, if so, last service date _____ Gyro _____
 Ignition key location: _____
 Deck key location: _____
 Fuel dipstick location: _____
 Charts/navigational tools: y/n ____
 GPS: y/n ____
 Binoculars: y/n ____
 Complete ship's tool kit: y/n ____
 Depth finder: y/n ____
 Radar: North. up/headup: y/n ____
 Wipers/RainX: y/n ____
 Spotlight: y/n ____
 Fog horn: y/n ____
 Flash lights, number: _____
 Secondary manual sound producing device: y/n ____
 Spare engine fluids/filters location: _____
 Label the oil wt. /filter manufacturer/ID code no. _____
 Though hull plug kit: y/n ____
 Spare dock lines and locations _____
 Autopilot: Station bill/Firefighting systems and operating instructions: _____
 Bimi Top ____ Pilot house ____ Fly bridge ____
 Bilge pumps: y/n ____ No/location: _____
 Manual bilge pump: y/n ____ Location: _____

Fuel tank locations _____ Capacity ____ Metering sticks and deck key locations _____
 Estimated fuel consumption per hour at the highest authorized RPM _____
 Fire extinguishers/Fire fighting stations: Class, weight and locations _____
 Yacht modifications and last service dates: _____

Auxiliary Launch: y/n ____ If yes: Two-stroke, fuel/mix ration: ____ Four-stroke, pure high test: ____ Diesel: ____
 Power Launch weight load: ____ Launch towed or hung on davits: ____ Oared Launch weight load: ____
 Lockdown latches and spare lashing line to secure furniture/items in rough sea: _____

House Systems:

Shore power cords/adapters: _____
 Hot water: ____ Shower: ____
 Galley stove: Propane ____ Alcohol ____ Electric ____
 Refrig. ____ Freezer ____ Ice chest ____ Microwave ____
 Lighting: Elect. ____ Oil lamps ____ Gas lamps ____
 Water tank capacity ____ Bilge alarms _____
 Detectors/alarms ____ No. and location _____
 Smoke detectors ____ Carbon monoxide detectors ____

Miscellaneous: Paper towels/bath towels/spare batteries/can opener/trash bags/toilet paper/Tylenol/
 notebook-writing tools/Scuba gear/bed linens/bath-dish soap/Simple Green Degreaser/flash lights

VESSEL LOCATION:

Latitude: _____ Longitude: _____

Dockside: ____ Solo: ____ Rafted among other vessels: _____ mooring: _____

Special considerations to access yacht via Marina: _____ Private: _____ Public Property: _____

Directions/remarks: _____

(Attach aerial map / illustration, if necessary)

VESSEL DESTINATION:

Desired departure time, if pertinent: _____ Latitude: _____ Longitude: _____

Dockside: ____ Solo: ____ Rafted among other vessels: _____ Mooring: _____

Directions/remarks: _____

(Attach aerial map / illustration, if necessary)

Names/phone no. of property owners/caretakers responsible for granting Osprey Island clearance to the yacht:

Keys / combination locks: _____

Any navigational hazards/local knowledge of location of yacht not revealed on NOAA Charts or Coast Pilot:

*YACHT OWNER'S INSURANCE CO. contact information, with Osprey Island crew members names printed in full, on the insurance binder for the delivery _____

Osprey Island has no desire or need for firearms aboard, however, we do not object to their presence provided the storage location aboard can be locked. Inventory: type and number of firearms/ammunition is herewith documented:

VESSEL NAME: _____ VHF Call Sign: _____

DESCRIPTION: _____

Year: ____ Make: _____ Model: _____ Power ____ Sail ____

Hull Construction: Wood ____ Glass ____ Steel ____ Aluminum ____

Propulsion: Inboard ____ Outboard ____ Single Right Hand ____ Twin Screw ____ Sail ____

Propellers: Single Left Hand ____ Single Right Hand ____ Twin Screw ____

LOA: _____ HOA: _____ Beam Width: _____ Draft: _____ Gross Tonnage: _____

Handheld VHF ____ Hardwired VHF ____ Both ____

Documentation/Registration: _____ Location Onboard: _____

PLEASE READ THIS CONTRACT CAREFULLY

**As a safety precaution, some of the checklist items could only occur in a "Worst Case Scenario."
Our goal is to provide the highest quality service available; we are committed to delivering the vessel safely.
In order to build a business relationship that will continue in the future, our standards must be high.
THE PROPER CARE & SAFETY OF YOUR YACHT ARE FOREMOST**

CONTRACT PROVISIONS FOR MOVING OF YACHT

1. Osprey Island is based on experience, trust and honesty. All work will be performed in accordance with industry standards and under the provisions of the contract.
2. The yacht owner recognizes that Osprey Island must expend sums for engaging a crew and other expenses for moving the yacht.
3. If at all possible, the owner should complete the "Pre-voyage Survey" and warrant that the yacht is accurately described in the survey and returned to Osprey.
4. If the "Pre-voyage" survey completed by the owner differs from Osprey's inspection prior to departure, Osprey reserves the right to make appropriate repairs, which may incur additional labor or cost.
5. The owner's credit card and permission papers, giving the Captain consent to use for running expenses during the deliver, is essential, for Documentation and Owner's protection against fraud.
6. It is determined that due to the condition of the vessel and conditions of the sea that may result in injury/ illness of a crew member or damage to the vessel and the trip cannot be safely completed, Osprey may find the nearest port, dock or mooring. Osprey will change only that portion of the contract price relative to the nautical miles, or time, completed; compared to the nautical miles of the total trip.
7. In the event that during delivery. we are the nearest vessel in proximity of a vessel in distress, we are obligated, as licensed Mariners, to go to their aid, as long as the owner's vessel is not jeopardized.
8. Osprey Island will not be held accountable for property damage, storm damage, fire damage, collision damage, piracy, marina theft ~ other than gross negligence on our part.
9. The customer agrees to provide Osprey the exclusive use of the entire yacht and access to unobstructed areas during the performance of the outlined work. Osprey Island cannot be held liable for property damage or injury to persons after completion of contract.
10. Should default of payment by the owner result in legal action, all costs of collection, including attorney fees, shall become a proper charge here to against the owner.

Option 1: *CONTRACT PRICE AT A TOTAL FIXED PRICE: \$_____

Option 2: *DAY RATE calendar day for CAPTAIN: \$_____

*DAY RATE calendar day for each CREW MEMBER: \$_____

*Door-to-Door from Point of Origin ~ not including running expenses, food, travel, fuel, etc.

**A DOWN PAYMENT OF 50% OF OSPREY'S BILL STARTS THE DELIVERY PROCESS.
THIS DOWN PAYMENT IS NONREFUNDABLE. IF THE DELIVERY CANNOT BE COMPLETED, FOR REASONS UNRELATED TO OSPREY, WE RESERVE THE RIGHT TO REFUND AS WE DEEM APPROPRIATE.
ONCE THE YACHT HAS REACHED THE FINAL DESTINATION,
THE REMAINDER OF THE BALANCE IS DUE UPON OUR LEAVING THE VESSEL.**

Authorized signature (owner): _____ Date: _____

Osprey Island: _____ Date: _____

YACHT OWNER'S Insurance Co. contact info: _____

With Osprey Island's crew members names, printed in full on Binder, for duration of the delivery.

Date: _____ YACHT LOCATION: _____

Owner: _____ Caretaker/Marina: _____

Address: _____ Address: _____

Town: _____ Town: _____

Phone: Home _____ Work _____

Confidentiality Honored