

Crew-member check list for tasks to be handled

Name _____
 userid _____
 extension # _____

The purpose of this log is to provide the crew member with a basic portfolio of tasks to be learned during crew sailing. When the crew member has successfully and independently performed the task, the skipper can confirm same. Different skippers must participate in the complete check.

Before a candidate is eligible for an approving skipper sail, all tasks (both sides of this document) must be checked and should have been performed in different weather conditions. This should be also be visible in the crew member's logbook.

As a crew-member I am confident in handling following tasks:

	Own Check	Skipper check UID	Signature
Location of safety gear:			
Lifejackets			
Flares			
Safety harnesses			
Throwing line			
Throwing ring and light			
Boat hook			
Inflatable liferaft - and how to keep attached until all onboard			
Bucket and bailer for bailing			
Foghorn			
Fire extinguishers - both below and on deck			
Mooring and unmooring both forward and aft:			
Release mooring ropes when leaving the port			
Stow the mooring ropes in the cockpit locker			
Attach mooring ropes in due time before arriving to the port			
Secure the boat at mooring place			
Fenders off and on including stowage			
Take in fenders when leaving the port			
Stow the fenders in the cockpit locker			
Attach fenders in the correct positions in due time before arriving to the port			
Check that fenders are in the correct position after mooring			
Knowing the position and use of the important ropes			
Roller furler line for genoa			
Genoa sheets			
Reefing lines			
Main sail lines			
Set, use and handle main sail			
Remove sail cover and stow below			
Attach the halyard to the mainsail			
Loosen the mainsheet in due time before setting sail			
Raise and secure the mail sail			
Handle the main sail during tacking			
Handle the main sail during gybing			
Being able to perform a reef			
Lowering the main sail, folding it correctly and secure to boom			
Attach the sail cover			
Set, use and handle the front sail (genoa)			
Arrange and attach the lines to winch			
Set the front sails and secure the furler line			
Handle the front sail during tacking			
Handle the front sail during gybing			
Being able to reduce the genoa			
Pulling in the genoa in a secure way			

Use of additional functions

- Connect to power on shore
- Use of toilets
- Emptying of holding tank
- Freshwater tank location and filling

As a skipper I am confident in handling following tasks:

This is the official list for the skipper approval sailing. Please ensure that you are familiar with the contents of this list before you ask for a skipper approval.

Checked:

Own Check	Skipper check	
	UID	Signature

Location and use of safety gear - in addition to the gear mentioned on page 1

- Battery switch
- VHF radio - navigation station
- Charts and pilot book
- Navigation plotting equipment
- Toolbox with wire/bolt cutters
- Handheld compass
- Hole plugs
- Emergency flags
- GPS instruments
- Compass
- Depth and speed indicator
- Gas stove operation - turning on and off

Performing a safety briefing for the crew

- Instruct all crew in how life vests to be worn and used
- Keep heads down when near boom
- No smoking below deck
- Always one hand on the boat
- Inform skipper of any vessel or obstacles which might cause danger
- Instruct crew in MOB procedure

Preparing and planning the sailing

- Switch on battery
- Check that all electrics works (GPS, Light etc)
- Check weather beforehand (wind direction and speed, forecast)
- Check sea cocks/valves
- Check fuel, oil and water
- Free tiller
- Start engine and check cooling water exiting

Instructing crew in tasks and responsibilities - as learned on page 1

- Leaving port - mooring/fenders/watch out
- Raising front and main sail
- Tacking and gybing
- Lowering front and main sail
- Arriving port - fenders/mooring/watch out

Use of additional functions

- Connect to power on shore
- Use of toilets
- Emptying of holding tank