Boat check-in

Systematic boat check-in area by area — with damage photos, quantities and service dates. Areas can be assigned to the crew.

Split the areas among the crew and the check-in is done in 20 to 30 minutes. PHOTO means: document it. QTY and DATE mean: write down the figure or the date — both are used to settle charges at check-out.

Deck, foredeck & rigging

Walk the deck from bow to stern. Photograph any damage straight away.

- [ ] Bow and stem: no cracks or chips in the gelcoat — PHOTO
- [ ] Guardrail wires, stanchions and pulpit: secure and not bent — PHOTO
- [ ] Mast straight, shrouds and stays free of broken strands — PHOTO — REQUIRED
- [ ] Split pins and rigging screws taped over
- [ ] Deck fittings, cleats and tracks secure
- [ ] Mooring lines and fenders: number and condition — QTY _____

Anchor & ground tackle

Check the chain length and that the windlass works.

- [ ] Anchor not bent, shackle moused
- [ ] Anchor chain: enough length, ask about the markings — QTY _____ — REQUIRED
- [ ] Bitter end secured in the anchor locker
- [ ] Test the electric windlass (raise and lower the anchor briefly) — REQUIRED
- [ ] Anchor can be lowered manually, emergency handle on board

Sails

Check cloth, seams and furling systems by unfurling them.

- [ ] Mainsail: cloth, luff, leech and seams free of tears — PHOTO
- [ ] Check the reefing system (reefing lines, blocks)
- [ ] Unfurl the furling jib/genoa to test it (runs freely) — REQUIRED
- [ ] Extra sails and gear (spinnaker/gennaker) on board? — QTY _____

Cockpit & steering

Test the steering, instruments and winches.

- [ ] Wheel/tiller moves freely, check the rudder responds — REQUIRED
- [ ] Emergency tiller: have its stowage and fitting shown to you
- [ ] Test all winches, count the winch handles — QTY _____
- [ ] Helm instruments: log, wind and depth readings plausible
- [ ] Sprayhood/bimini: fastenings and windows undamaged — PHOTO

Hull & underwater body

The number one dispute over the deposit — photograph every scratch.

- [ ] Starboard side of the hull: damage (lift the fenders!) — PHOTO — REQUIRED
- [ ] Port side of the hull: damage (lift the fenders!) — PHOTO — REQUIRED
- [ ] Transom and bathing platform: scratches and chips — PHOTO
- [ ] Hull windows and portholes: cracks and watertightness — PHOTO

Engine & drive

Check starting, cooling water, oil level and fuel.

- [ ] Engine starts easily, gears engage — REQUIRED
- [ ] Cooling water comes out of the exhaust — REQUIRED
- [ ] Check engine and gearbox oil levels
- [ ] Drive belt tensioned and not cracked
- [ ] Engine bilge dry, no oil or water — PHOTO
- [ ] Note the diesel level (if in doubt, fill up) — QTY _____ — REQUIRED
- [ ] Ask when the engine was last serviced — DATE _____

Electrics & electronics

Test the batteries, navigation lights, VHF radio and chartplotter.

- [ ] Have the battery main switch and its positions explained — REQUIRED
- [ ] Shore power: cable, plug and adapters on board — QTY _____
- [ ] Test all navigation lights — REQUIRED
- [ ] VHF radio: channel 16, DSC, position input — REQUIRED
- [ ] Chartplotter and AIS working
- [ ] EPIRB: note where it is stowed and the battery service date — DATE _____
- [ ] Electric bilge pump: test the float switch

Water & plumbing

Check fresh water, toilet, seacocks and holding tank.

- [ ] Fresh water tanks: number and litres, all full? — QTY _____
- [ ] Pressurised water runs at every tap
- [ ] Marine toilet: flushes properly, no leaks — REQUIRED
- [ ] All seacocks: have them shown, check they close — REQUIRED
- [ ] Holding tank empty, diverter and discharge valve explained

Galley & gas

Check the cooker, fridge and gas system.

- [ ] Cooker: light every burner, gimbals work — REQUIRED
- [ ] Fridge/cool box is cooling
- [ ] Crockery, cutlery and pans complete for the crew — QTY _____
- [ ] Gas bottle full, spare bottle on board — QTY _____
- [ ] Gas safety certificate in the ship's folder — DATE _____

Safety equipment

Count quantities and note service and expiry dates.

- [ ] Lifejackets: one per person, in the right sizes — QTY _____ — REQUIRED
- [ ] Liferaft: stowage and service date — DATE _____ — REQUIRED
- [ ] Fire extinguishers: number, gauge in the green, service date — QTY _____ DATE _____ — REQUIRED
- [ ] Distress flares: number and expiry date — QTY _____ DATE _____
- [ ] Lifebuoy with line and dan buoy light, check the battery
- [ ] First aid kit: contents and expiry dates — DATE _____
- [ ] Locate the bilge pumps, softwood bungs and rigging cutters

Dinghy & outboard

Check pressure and leaks, and give the outboard a short test.

- [ ] Dinghy holds its air, no leaks or damage — PHOTO
- [ ] Oars/paddles and dinghy pump on board — QTY _____
- [ ] Outboard function test (short run)
- [ ] Tank full, ask about the fuel/oil mix ratio

Interior & inventory

Check berths and cushions against the inventory list.

- [ ] Berths and mattresses clean and dry, number is right — QTY _____
- [ ] Saloon cushions clean, dry and complete — PHOTO
- [ ] Lift the floorboards: bilge clean and dry — PHOTO
- [ ] Open the lockers and check against the inventory list — REQUIRED
- [ ] Companionway keys: main and spare key — QTY _____

Documents & navigation

Check the ship's papers, charts and crew list.

- [ ] Paper charts/chartplotter cards for the whole route on board — REQUIRED
- [ ] Ship's papers, charter agreement and proof of insurance — REQUIRED
- [ ] Ship radio licence on board
- [ ] Crew list and the base's emergency phone numbers noted — REQUIRED
- [ ] Check-in report signed by both parties — PHOTO — REQUIRED

Check-in report

The yacht's condition at check-in is only formally recorded once both sides have signed. Also photograph any damage with a timestamp and note the photo number here.

YACHT

CHARTER BASE / MARINA

DATE

ENGINE HOURS

FUEL LEVEL

EXISTING DAMAGE

AREA	DESCRIPTION	PHOTO NO.

SIGNATURE CHARTER BASE

SIGNATURE SKIPPER

Note: keep your check-in photos until the deposit is back in your account. A close-up without recognisable context does not prove which boat the damage was on — take a wider shot of every detail as well.

This template comes from Sailto

In Sailto you assign the areas of this check-in to the crew, and everyone attaches damage photos straight to the matching checkpoint instead of leaving them in the camera roll. Organising your trip is free, permanently.

sailto.app/en