

Self-Survey Check-Off Guide

Please complete BOTH SIDES of this guide to the best of your ability.

Vessel Information

Owner's Name	Vessel Name		
Manufacturer	Model	Hull ID #	Length
Document/Registration #	Marina Name or Mooring Location		

Please mark **Y** for Yes, **N** for No, **N/A** for Not Applicable or **?** if unsure.

Personal Flotation Devices (PFDs/Lifejackets)

- Do you have an adequate number of the appropriate type(s) of PFDs for the waters that you navigate?
- If vessel is used for Charter, do you have ONLY Type I PFDs?
- Is the condition of the PFDs' material and straps sound?
- When underway, are PFDs easily accessible on deck or in a cockpit locker?
- Do you carry a life ring, throwable PFD or horseshoe, fitted with 60' of floating line readily available when underway?
- If you frequently navigate at night, do you have a light attached to your life ring, horseshoe or throwable PFD?

Fire Extinguishers

- Do you have an automatic fixed fire extinguishing system in your machinery space(s) that is installed according to the manufacturer's instructions?
- Is the automatic fixed system serviced and tagged by an authorized servicing facility at least annually? Last Inspection: _____/_____
- Is the automatic fixed system designed to shut down diesel engines and ventilation fans?
- Are portable fire extinguishers located near all exits, galley area, helm and outside engine compartment?

Safety

- Do you carry a sufficient quantity of flares with current expiration dates, or an SOS lantern and orange distress flag?
- Is your anchor of the proper size, fitted with a length of chain of ample size and rode of ample length for the area of operation?
- Is the anchor stowed for easy deployment?
- Do you carry a first aid kit and is it replenished annually and as needed?
- Is your life raft serviced annually and before any long distance/offshore cruising?
- Is your EPIRB a Category 1 or 2 unit and tested annually?
- Does your EPIRB have current registration and battery expiration stickers?
- Does your gasoline, inboard powered vessel have a properly installed UL listed Carbon Monoxide Detector?
- Do you have an operational smoke detector installed? (for all boats 26' and over in length with an accommodation space)
- Do you file a Float Plan with your marina/friends/family before departing?

Navigation

- Is your navigation equipment operable and adequate for your area of operation?
- Is your horn operable?
- Are the navigation lights operable with no obstructions?
- Is your magnetic compass globe transparent without an air bubble?
- Do you have updated/current charts aboard that are appropriate for your area of intended navigation?

Bilge Pumps

- Do you have an adequate number of properly installed bilge pumps?
- Do you have at least one automatic bilge pump installed?
- Are bilges free of oil, debris and loose items?
- Do you test your high water bilge alarm each month?

Engine(s) and Generators

- If your vessel is gas powered, are the starter motor, alternator and distributor of a marine type?
- Are engine mounts in good condition and are the lock-nuts, lock washers in place and nuts tight?
- Are your engine and generator checked by a mechanic annually?
- Has your engine been completely rebuilt? If so, when ___/___?
- Do you check to determine that there are no fuel, oil or water leaks?
- Are all belts tight and protected from personal contact?
- Are all through hull valves in good operable condition?
- Are through hull valves closed when the boat is unattended?
- Are strainers clean; securing bolts tight; and globes in good condition?
- Do you keep spare parts and tools onboard?

Electrical Systems

- Do fuses or circuit breakers of the proper rating protect connected equipment?
- Is all wiring of a marine type?
- Are all electrical connections of the crimp type or the equivalent? (No wire nuts or soldered connections)
- Is all wiring bundled, secured away from the bilges, supported and protected from chafing?
- Are batteries secured against movement in trays or boxes that will contain spillage, with positive (+) terminals covered?
- Do you use a marine type battery charger with an integral ammeter?
- Are your battery disconnect switch(es) readily accessible?
- Are the battery switch(es) turned off when the boat is unattended?
- Are all underwater metal fittings in the bilge area bonded? (except on wood boats)
- Are all AC electrical outlets in the galley, head(s), engine room or exposed deck protected by a Ground Fault Circuit Interrupter?
- Is zinc consumption normal – recommended one year minimum for all but engine zincs?
- If lightning is a hazard in your area of navigation, does your boat have a properly installed lightning protection system?
- Do you use portable electric heaters on your vessel?

Shaft(s), Prop(s) and Controls

- What is the date and location of last vessel haul-out for maintenance?
Date: _____ Location: _____
- Does the steering gear operate freely?
- If cable steered, are pulleys secure and lubricated, and cables properly adjusted?
- Is the hydraulic fluid level full and indicate the proper pressure?
- Are the rudder bearings and supports in good condition and is the rudder inspected for signs of damage?
- Is the packing gland (stuffing box) properly tightened?



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PLEASE COMPLETE THE OTHER SIDE OF THIS FORM

Please mark **Y** for Yes, **N** for No, **N/A** for Not Applicable or **?** if unsure.

Shaft(s), Prop(s) and Controls (continued)

- Are the stern tube and hose in good condition and double clamped at each end?
- Do you inspect the prop(s) and shaft(s) for damage and the cutless bearing(s) for wear?
- Do you inspect the rubber bellows and rubber shift cable boot annually on your outdrive?
- Is the propeller shaft(s) free-turning?

Fuel System

- Are all components including tank(s) and deck fill(s) properly grounded to the hull ground?
- Are fuel fill and vent hoses of a USCG-approved material and in good condition?
- Are fuel supply hose(s) marked USCG Type A1 or A2?
- Are all connections free from leaks?
- Are tank tops clean with no evidence of leaks?
- Are there shut-off valves at the tank and/or at the engine, and are they easily operated?
- Are fuel tank(s) properly secured?
- Are the fuel tank(s) supported in a way that permits air to circulate underneath the tanks?
- Do you use filters of a type approved for marine use – no glass bowls, plastic automotive type, etc?
- Does your vessel have integral fiberglass fuel tanks?
- If your vessel is diesel powered and has large Racor or Dahl fuel filters, do they have metal flame shields and metal drain plugs?
- If your vessel is gas powered, does it have a fume (vapor) detector?
- If your vessel is gas powered, do you have a bilge blower switch located at the helm station?
- Are the blower and hoses in good condition?

Galley Equipment and Fuels

- Are all flammable materials kept clear of the stove and area above it?
- Is your stove fitted with sea rails to prevent pot/pan movement while underway?
- Do you have any permanently installed propane (LPG) or compressed natural gas (CNG) appliances? If NO, please go to the next section.
- Do you have an LPG refrigerator or water heater?
- Are LPG tanks secured in a locker vented overboard with no openings into the hull area and tanks not located below helm console?
- Is there a means of shutting off the gas at the tank from the immediate vicinity of the stove (solenoid switch)?
- Do you keep the tank valve in the "off" position when not in use?
- Do you have a gauge on the high-pressure side to check for leaks?
- Periodically, do you check the system for leaks?
- Do you stow CNG cylinders away from the galley stove and engine compartment? (There should be nothing stowed with the cylinder.)
- Is the CNG relief vent piped overboard?
- Are all hoses and piping in good condition?

Decks, Rigging, Masts and Sails

- Is your deck surface non-skid and in good condition?
- Are lifelines and stanchions secure and in good condition?
- Do you check all rigging periodically for signs of wear, and have it checked professionally if in doubt?
- Do you tune the mast annually?
- Do you carefully check the boom and gooseneck for signs of wear, cracking, loose bolts, etc.?
- Do you secure all turnbuckles with taped cotter pins?

Decks, Rigging, Masts and Sails (continued)

- Do you closely examine swage fittings for cracks and rust, and renew if found?
- Do you check chain plates and U-bolts for cracks and rust, and renew if found?
- Is the mast unstepped periodically for inspection of masthead fittings, spreader connections, etc?

Photographs Needed:

Please take these EXTERIOR pictures:

- From a distance, showing the boat and surrounding docks or moorings
- Port side of boat
- Starboard side of boat
- Stern view of boat
- Hull ID number (upper starboard corner of transom)
- Boat's shore power receptacle, CORD UNPLUGGED, cap open, showing prongs
- Steering station (helm) on bridge or in cockpit
- Helm electronics
- LPG/CNG tanks in locker (if installed)
- PFDs, if stowed in a deck locker

Please TURN ON the camera's flash and take each of these INTERIOR pictures:

- Main Cabin
- Inside steering station (if installed) and helm electronics
- Galley
- Electrical outlet(s) in galley
- Engines (use the flash even if engines are under cockpit hatches)
- Generator (if installed)
- Fixed fire extinguisher
- Bilges in engine space, showing bilge pump
- Fuel tank (only one needed)
- Hose from deck fill to fuel tank, if visible
- Battery storage with tops of batteries showing
- PFDs, if stowed below decks

Signature: _____ Date: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____

To learn more about ACE Recreational Marine Insurance® and obtain valuable information on a range of safety and loss prevention topics, please visit www.acemarineinsurance.com.

Resources:

American Boat & Yacht Council – "Standards and Technical Information Reports for Small Craft." 613 Third Street, Suite 10; Annapolis, MD 21403, telephone (410) 990-4460 www.abycinc.org

National Fire Protection Association – "Fire Protection Standard for Pleasure and Commercial Motor Craft," One Batterymarch Park, Quincy, MA 02269, telephone (800) 344-3555 www.nfpa.org

United States Coast Guard – Code of Federal Regulations Titles 33 and 46, Superintendent of Documents, POB 371954, Pittsburgh, PA 15250-7954 www.uscgboating.org

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