



CHECKLISTS for SAILORS

Passage Planning, Sailboat Maintenance,
Cleaning, Medical and More



**Making it easier
to enjoy sailing
your sailboat**

PRE-JOURNEY PREPARATION CHECKLIST

- Survey bilge for water, oil and fuel leaks
- Look over engine - no loose connections
- Check water/coolant level
- Check oil level
- Test alternator belt tension
- Survey racors (fuel/water separator)
- Check water tank level
- Check fuel tank level
- Check that sea strainers are clean
- Test bilge pump - manual and automatic
- Rotate stern gland (if required)

► *More items listed inside...*

KIMBERLY ANN BROWN

Checklists for Sailors – Passage Planning, Sailboat Maintenance, Cleaning, Medical and More

Making it easier to enjoy sailing your sailboat

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VHF Radio Checklists and Templates for Sailors Reducing mistakes and making it easier when speaking over the VHF radio

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Free Upgrade – Read This!

When you purchased '*Checklists for Sailors – Passage Planning, Sailboat Maintenance, Cleaning, Medical and More - Making it easier to enjoy sailing your sailboat,*' you also gained access to the fully customized Microsoft Word version.

As you can imagine checklist items are a very personal thing. One skipper might like to check the engine first and then do the generator and another skipper might desire to do the opposite. One sailor might want a routine of cleaning the decks with vinegar and fresh water every week and another might avoid cleaning the decks entirely.

Furthermore, there's no way that I am able to consider every possible item for each checklist. Therefore, by requesting the fully customizable Microsoft Word version, you can change the order, add and delete items and even choose to change the font size or the type of font.

I created these checklists so that you can print them off and use them as an aid to making it easier to enjoy sailing your sailboat.

In the book, '*The Checklist Manifesto: How To Get Things Right,*' the author, Atul Gawande, explains that:

"...the volume and complexity of what we know has exceeded our individual ability to deliver its benefits correctly, safely, or reliably. Knowledge has both saved us and burdened us."

"We live in a world of information overload. We know that there's an answer, or YouTube video, to any 'how to' question. We've learned that any problem can be researched, discussed and potentially solved all from the starting point of

Google.com. The answer to everything is at the end of our fingertips, yet the quantity is too much and the quality is questionable.”

Mr Gawande suggests that we need a different strategy for overcoming failure. This strategy needs to take advantage of the knowledge and experiences that people have acquired yet somehow make up for the inadequacies of human error. The information is available – it just needs to be accessible in a way that works. His suggested strategy – a checklist!

After almost two years of sailing full time aboard our 56’ Oyster sailboat, Britican, (boat name comes from hubby being BRITish, I’m amerICAN and our young daughter is both), we’ve come up with a wide variety of checklists to help those that are following in our footsteps.

The checklists aboard Britican cover routine tasks such as engine maintenance, cleaning, provisioning (getting food!), anchoring, receive guests and they also cover potential eventualities that may or may not happen, like having to prepare information when radioing for Medical Advice or how to observe a casualty until a medical team arrives.

When we first moved onto our boat we were overwhelmed, terrified and lost. We didn’t know where things on the boat were located; we had no idea when engines/motors/pumps had to be serviced or how to service them. Furthermore, when something broke, we didn’t know where to start when it came to troubleshooting.

Over time, however, and through many experiences, we learned about our engines, ancillary items such as our water maker, fridge/freezer, motors, pumps, rigging and so forth. Eventually, we got to a point where we could be proactive rather than reactive.

This book, *'Checklists for Sailors – Passage Planning, Sailboat Maintenance, Cleaning, Medical and More - Making it easier to enjoy sailing your sailboat,'* is the culmination of what we've learned over the last couple years in way of useful checklists. And this isn't the end of our checklists. As and when we discover more improved ways of doing things we'll update this book with new checklists and share our findings.

The hope is that you can use these as a base to create more personal checklists specific to your boat and particular situation.

To get your free Microsoft Word version of this book, please email me at: Kim@SailingBritican.com to request your copy. Keep in mind that I am sailing around the world right now so it may take me a bit of time to get back to you.

Thank You And Final Comment

Before you dive into the checklists I'd like to offer a heartfelt 'Thank You,' for purchasing my guide. I hope that the contents are helpful and that you choose to create a checklist file to store and use regularly on your boat.

Could you do me a favor? When you're finished looking through the guide, would you please be kind enough to put a review on Amazon for me? The more reviews I attract, the more visible my guide will become so to benefit other boat owners and skippers. To write a review, simply located my guide on Amazon, click on the link that says 'write a review,' and the rest is self-explanatory.

And if you have any constructive criticism, please email me directly (Kim@SailingBritican.com) so that I can discuss possible changes and/or additions.

Writing a guide about sailboat checklists is not easy. There are thousands of ways to go about maintenance, cleaning, provisioning and more. I've tried my best to reduce the common tasks into easily digestible steps for boat owners, skippers and crew.

Lastly, if you'd like to follow my family and I as we sail around the world, you can find us at the following locations:

Find and follow us on:

- Website: www.SailingBritican.com
- Twitter: [SailingBritican](https://twitter.com/SailingBritican)
- Facebook: [Facebook.com/SailingBritican](https://www.facebook.com/SailingBritican)
- Google+: [Google.com/+SailingBritican](https://www.google.com/+SailingBritican)
- Pinterest: <http://www.pinterest.com/kbrown0149->
- YouTube: <http://www.youtube.com/c/Sailingbritican>

Finally, if you'd like to receive my regular newsletter, where I write about sailing tips, marina reviews, destinations, galley recipes, the family journey and much more, you can sign up on my website at: www.sailingbritican.com/free-subscription/ - After I post three or four articles, I'll email you letting you know what I've written about.

Introduction To The Checklists And How To Use Them

The start to finish of a sailing voyage – with new crew/guests

I started this book out with a start-to-finish voyage checklist because going out for a sail, and often introducing friends to the great hobby, is one of the best parts of owning or skippering a sailboat.

The first checklist covers the main steps involved in planning, organizing, preparing and actually making a journey. The checklist also covers arrival and the after journey tasks.

This checklist was created to act as a base – something you can start with and modify to suite your needs best.

Passage planning – preparation and plan

Preparing to create a passage plan and the passage plan checklists enables new and seasoned sailors alike to gather all the necessary data, analyze the options and ultimately create a full passage plan.

Going from point A to point B can be easy when you've done a journey several times, however, for new destinations it's always good to go back to the basics to ensure you account for all the facts.

On several occasions we have set off for point B only to end up in an entirely different location due to weather conditions. One time while sailing from Gibraltar to Malta (a 900+ nautical mile journey) we had to seek refuge in Algiers, Algeria, Northern Africa. After twelve hours of unexpectedly getting caught in a Force 8 to 10 storm with a ripped sail, we grew weak from a lack of sleep, seasickness and all the energy it took to keep the boat going. Thankfully, we were welcomed into Algeria within hours of making a VHF call to the harbor – one of two potential refuges. Our alternative planned refuge was to head for Ibiza, a 25-hour journey.

And sometimes, it helps to simply be flexible. Often the weather report might call for 20 – 30 knots coming from the north but once you get out to sea, the wind is coming from west. When we left the island of Kos in the Aegean, our plan was to sail west to Santorini, Greece. With the wind on our nose, we had a group discussion and decided to head south to Crete instead. We enjoyed one of the best sails ever doing an average of 9 knots with the wind on our beam.

Regarding the planning aspect of sailing, the weather is just one of several important considerations to make. The amount of light during the day, the tides, crew capabilities and having the ability to get back to where you started might be important also.

When my husband, Simon, and I first started sailing in the Solent, a very busy waterway along the south coast of England, I remember getting itchy feet about staying in Cowes. Cowes is a lovely little town on the north coast of the Isle of White, just below England.

Simon warned me that the tide would be against us, and with me having no prior experience of the English tides, I said, 'don't worry, it won't affect us.'

Needless to say, we spent four hours trying to go west and ended up further back than when we started. Eventually, I had to admit defeat and spend another night in Cowes (it wasn't that much of a hardship).

Furthermore, when you have guests come on board, you can get them involved with the planning. The checklists can act as a teaching device to get both young and old interested in where they are, the options on where to go and all the factors that have to be considered before making way. Once your guests get an understanding as to the effort that goes into passage planning, they may even appreciate you even more!

Boat briefing

The boat briefing checklist is a very comprehensive list set out to help you or your skipper introduce your boat to guests and crew.

It goes through everything on deck and below – what it is and how it works. Allows for a good discussion on safety devices and emergency procedures. Furthermore, it provides an opportunity to discuss any medical issues and highlight the importance of everyone looking out for each other.

It's very possible that you'll have people on board that are not accustomed to boats. They may not understand how the toilets or drainage pumps work, why they should wear shoes when walking on deck or the seriousness of an injury. When you're in the middle of a bay, calling 999 or 911 won't necessarily get a response in minutes – it could be hours and in some cases days.

By offering a boat briefing upon the arrival of new guests you'll be able to cover all the major points important to you. The salty seadogs would surely balk at my extensive list and say, 'let newcomers figure things out for themselves,' but that's just rude and no longer acceptable.

Furthermore, by having discussions about the way things work, you'll be less likely to be put in a position where you or your skipper is pulling out a wet wipe from your dismantled toilet macerator, taking a guest to emergency due to dehydration or dying because you failed to cover the Man Over Board (MOB) procedure.

Guests and or crew duties and responsibilities

Over the years of having loads of family, friends and crew sailing with us, we've discovered that guest get more out of their visit if they take part in the sailing experience.

When we first started having guests, my husband and I would do everything – we’d do all the planning, sail the boat, provision, cook, clean and, and, and... It then dawned on us that our friends wanted to help out – whether it was to clean the heads or helm the ship.

Of course, we did have some guests that didn’t want to lift a finger but as a whole, we found that after a bit of prompting our guests were a bit scared to get involved but also excited too.

Overtime we developed a list of responsibilities to discuss with our guests. We use the word ‘Officer’ as it makes our guests feel special. Depending on how many people we have, where we’re going and the duration of their stay, we’d divvy out roles such as Cook, Safety Officer, First Aid Officer and also discuss who would do the anchoring, throw the lines or do the lazy lines. Sometimes each person would keep their role for the duration of their stay and other times we’d switch them around.

And we never limit the tasks to grown-ups! Children love to get involved. Our daughter and her friends often do the log, help with the First Aid Kit (under supervision), helm the boat and do a large portion of the anchoring tasks. If only I could get them just as excited about helping out with the heads.

Anchoring

Anchoring is a very interesting topic. Different skippers have different ideas on how to best set an anchor. The checklist I’ve provided is just one way to drop and set an anchor – it’s the way that we’ve used for the past couple years and it’s always worked. The only time we dragged anchor was when we couldn’t follow our own steps. Instead of having the ability to drop three times our depth (called the scope), we had to drop less due to the busy bay we were in. When a 50 mile per hour gust of wind hit the bay, over 50% of the boats dragged. We learned our lesson that day and since then we’ve avoided busy bays!

Packing and preparing for a sailing holiday

Have you ever had guests arrive on the pontoon with two supersized hard luggage cases? Or a guest fly out for a visit bringing a load of high-heeled shoes? And on a serious matter, have you ever had a guest that needed to take vital medicine, becomes seasick, tosses the pills up and failed to bring extra?

What about having a guest that expected an Internet connection or mobile phone reception only to discover that they can't get either? Or perhaps a lady friend that brings her hair dryer, curling iron and straighteners thinking that she'll be able to use them on the boat while plugging in her iPhone, Ipad and Ipod?

The packing and preparing for a sailing holiday was created to ensure your guests bring appropriate clothing, extra medications and to ultimately set expectations. Whether you're a skipper and you charter out a boat or your own a boat and have guests coming frequently, this checklist will help to make things easier for both parties.

Maintenance and service checks

This is a huge area for a sailboat. In fact, it's probably the most important. Many people think about sailing and think sails, wind, sea, but now that I own and live on a boat, I think more about the upkeep of the engine, generator, steering mechanisms, raw water intakes, pumps, energy usage, fresh water systems, refrigeration and getting rid of bad smells!

The maintenance and service checks in this book cover the core components. But please don't rely on my lists alone. It's best to look up the required maintenance and service schedule for each of your components to ensure you're doing everything you should be doing and doing it within the correct time frame.

Many manuals, especially for engines will tell you to change things after a certain amount of hours. Depending on how often you use your engines, which usually require an oil change after 100 hours, you might need to change your oil every month or every quarter.

If you take care of your engines, they will take care of you. It's not difficult to learn how to add/change oil, filters, coolant, anodes and belts. Furthermore, the more labor-intensive items, like cleaning your engine heat exchanger, is not hard – it just takes a while. It's things like the heat exchanger that a service provider will charge you for and fail to do properly. Believe me, until we knew how to maintain our own engines we were ripped off time and time again.

Engines are not the only things that need to be maintained and serviced routinely. There are loads of components on a boat that will last longer, provided that you set up a proactive system of maintenance.

And let's face it, every time something breaks it means Break Out Another Thousand (B.O.A.T). Time spent creating a checklist, specific to your boat and needs, will ultimately save you thousands.

The list I've provided is the one that we use. We also keep track of the hours on the engine and generator but generally the tasks fit into the timeframes I've listed. Keep in mind, however, that we live on a boat and use our systems all the time.

Wintering a boat

This list should prove to be helpful in telling you what needs to be done rather than how to do it. Many boat owners or skippers pay a boat yard to do the necessary jobs included in wintering but there's more than just winterizing the systems.

Before you have your boat pulled out for the winter, digest this list and consider what aspects you need to do versus those that the boatyard will do for you.

Furthermore, the largest complaints I hear from boat owners about wintering is 1. The mold that builds up and 2. The fact that the batteries are dead at the end of the winter. A dehumidifier can work for the first issue and regarding the second, discuss with the boatyard on a strategy for the batteries.

Every time your boat is out of the water

Some boat owner's pull their boat out every year and other take it out only when they have to. Usually, a boat needs new antifouling put on every two to three years in addition to having the anodes changed. While the boat is out, however, make sure that these other tasks listed on this checklist are considered.

Spare parts checklist

Depending on how often you use your boat and where you sail to will have an impact on your spare parts inventory. While in the Mediterranean we haven't been too worried about getting our hands on something like a new Gulper pump or oil filters. When we cross the Atlantic and into the Pacific, however, we'll have a full set of spares for everything of major importance.

When we first took possession of our Oyster 56' I looked up the recommended spares for the boat. Can you believe that the total cost of all spares, if we decided to purchase them all, came to over £100k. I fell on the floor when I saw the figure. For that price I could carry an extra engine, generator...and another sailboat!

Needless to say, we created our own spares list. On our spares list, we've included items that we can't easily get a hold of when we're in secluded areas. If you live near a chandlery or have a Boat USA at the end of your road, you simple need to carry the essentials.

If, however, you're full time cruisers like us, check out the list and determine what spares make the most sense for you in your particular circumstance.

Cleaning and maintenance checklists

After you buy a boat you realize that more than anything else you clean, clean and clean. You clean before you go anywhere. You clean while you're journeying and you'll clean once you arrive.

There's so much to clean that it's often difficult to see the wood through the trees. For the most part, we clean things when they need to be cleaned. If something starts to smell (grey water tank, bilge, toilet) we clean the area.

Some items might be new for you on the cleaning list. For example, do you clean your anti-siphon valves yearly? It took me ages to figure out what they were, how to find them and then how to clean them. And what about your winches – they need to be serviced and cleaned at least every year – you won't believe the difference it makes by servicing them!

Okay, let's move onto the medical section of the checklists.

The First Aid log

We don't use this log due to the fact that we've only ever used a few Band Aids and bit of Cortisone. We have a First Aid Kit and then we have a First Aid bag that holds loads of items. If and when we have someone with a serious illness or injury I'm sure the First Aid Log will come in handy. Perhaps a Skipper might find this log useful to ensure that crew are not abusing the items in the Kit or taking too many medications?

The First Aid Kits

Depending on where you're sailing, who's on board and how long you'll be at sea, you'll have different requirements. Considering that it's our intention to sail around the world and the fact that we have a five year old on board we have quite a large First Aid Kit.

We have items to cover the basics like cuts, burns, fractures/breaks, allergic reactions and dental issues, we have the tools necessary to observe a patient such as a stethoscope, blood pressure cuff and an otoscope to check ears.

We also have special drugs that stops the bleeding of an artery (discovered and used in the Gulf War), prevent secondary drowning, we carry the drug to combat meningitis and we have a defibrillator (that we purchased off Ebay).

Before we leave for the Pacific we'll also purchase needles, saline bags and any other items that we might need to give doctors in third world countries. At least we can supply clean kit for ourselves...at least, that's the idea.

The scary thing about illness or injury at sea is that it could be hours and even days that we might have to keep someone alive before we can get professional help. We might have a situation where we have to call for Medical Radio Advice and the doctor will ask, 'what do you have on board?' and then tell us what to do.

If my husband, daughter or any of our guests are in need of live saving help, I want to be able to supply the best help, using the correct tools and have access to the drugs I need.

So, check out the First Aid Kit and the First Aid Day Trip Kit and change according to your particular needs and situation. Also, in the 'Bonus Section' of this book I've included the exact contents we have in our elaborate First Aid Kit. We sourced our Kit from England and will most likely add more items before we enter the Pacific.

Medical question form

Everyone that we've had on Britican has been happy to fill out our Medical Question Form. From my perspective I want the form so that I can give it to a doctor in the event that our guest has an accident or becomes incapacitated.

You never know what might happen out at sea. Silly things can turn into major complications and it's best to know the medical condition of a guest before you go anywhere.

Furthermore, if it comes to light that your guest is severally allergic to something or prone to asthma attacks it's no good having to search around for their EpiPen or asthma pump. Once it's known that there's an issue any medication needs to be stored in a central location so that the Skipper, at the very least, can get access to it.

Medical radio advice forms

When an illness or injury happens at sea it's important to remain calm, follow a procedure and work as a team to ensure the casualty remains alive and gets help as soon as possible.

The protocol is to use the procedure to make a PAN-PAN call using your VHF radio. Before calling for Medical Radio Advice there is very specific information that needs to be collected. You don't want to be in a situation where you finally get through to a doctor, he or she asks key questions and you can't answer them.

If you're uncertain on how to make a PAN-PAN call or any emergency VHF call, I've included the template in the 'Bonus Section' of this book. For all the important VHF broadcast templates, please consider buying my book: *VHF Radio Checklists and Templates for Sailors Reducing mistakes and making it easier when speaking over the VHF radio*, which can be found on Amazon.

The Medical Radio Advice checklists are self-explanatory.

Medical observation checklists

When I did my 'First Aid for Sailors' and my 'Medical Care Aboard a Ship' course I received the observation checklists recreated in this book. Hopefully both you and I will never have to use these lists. On the terrible event that a casualty does occur, however, it's important to report to a doctor the status of the patient. By using these checklists, we will be better able to provide vital information to medical staff.

Side note – the medical field prefers to airlift casualties from a boat as a first choice. If this happens, make sure to send the Medical Question Form in addition to any other notes with the casualty in addition to his or her passport and money. It's not been unheard of for someone to be air lifted to another country for medical help, get discharged and have no passport, no money and no way out of the country.

The time has come to now move out of medical and onto 'Other' checklists.

Taking the dingy to land

Taking the dingy to land is not like driving the car to the store. There are several things that must be remembered and if any are missed it could cause massive delays. Imagine the process of getting everyone in the dingy to go to shore, rent a car and go on an adventure. Then imagine what happens when you get to land and realize you forgot your money! Not cool.

This checklist was created out of frustration – I can't tell you how many times we went to shore, returned back to the boat and realized we had smelly trash/rubbish. We all say, 'Oh man – we forgot the trash again!'

Keeping children occupied on a boat

After two years of living with a 4-5 year old on a boat and entertaining children between the ages of 3 and 13, I've come to the conclusion that arts and crafts entertains all age groups for the longest amount of time.

Simply by providing some colored paper, markers, scissors, glue, old magazines and stickers you'll get at least an hour or two of 'quiet time'.

Next come movies – at night most boat kids stay up later than 'normal' kids. It's just the way it is. Around 8pm I'll often round up all the kids on the boat, put them in my bedroom and put a movie on my laptop. It seems to calm them all down and get them ready for sleep.

If you don't have many movies, don't buy them! Just meet any live-aboard cruiser with a child and they will inevitably have 1000's of movies on a hard drive. My advice for you is to get the largest hard drive you can buy – the last one we bought was 4 Terabytes and when you meet any live-aboard cruiser ask them to copy their movies onto your hard drive. If you ever see me, don't hesitate to ask. Someone did it for me and I'm happy to pay the favor forward.

Books are always good to have – we have around 50 hard books and then we have several Kindle books. At night I usually read a real book but when we're up in the cockpit sailing, the Kindle becomes invaluable.

And I have to say an Ipad is also invaluable (and can double up as a Kindle too). There are times when we have guests or go out to eat and we need Sienna to play by herself. That being noted, 95% of all the apps on our Ipad are educational. I don't go for Candy Crush or Angry Birds. One of these days I'll write an article on the best educational apps. To get you started, if you haven't seen the stuff by Tinybops, check them out.

Of course, board and card games are good too. Legos are fantastic – we've spent whole sailing days constructing new worlds with Legos. Also, it's fun for everyone.

What about Seasickness?

As a massive sufferer of seasickness I will eventually write a book on it. I've tried every drug, every woo-woo suggestion and to date, the best thing that's worked for me is DISTRACTION. Contrary to what the experts say, staring at the horizon does not work for me, but knitting a scarf or cutting out paper dolls does! Go figure.

When I'm feeling sick and I see dolphins, suddenly I'm fine again. When I feel sick and take a nap, I wake up feeling fine again. I'm convinced it's in my head. I also believe it's a control freak thing, I'm a recovering Type A control freak and although my occurrences of seasickness are reducing, I still have issues with stress.

It can be flat calm and I'll puke if I'm stressed. On the opposite side, I've been in Force 7-8's cooking! Again, go figure. It's the swells that really get me. Those damn swells!

Anyway, my seasickness checklist was created to help bring awareness to the symptoms, offer you suggestions on prevention (dehydration is a big one – if your guests go out drinking the night before a sail give them a hydration pack the next day no matter what).

And to give you a variety of options to test out, I've listed a variety of options and, so you know, I've given them all a go. The seasickness drugs make me sleep, the patch (Scopamine) burned my skin (under the patch) and made me lose my eyesight (it did work well, however) and the homeopathic stuff didn't make a difference (even though I am a believer).

My best remedy is to stop myself from wondering IF and WHEN I'm going to get sick and to find things that distract me. When I'm unwell during a night watch, I often play the game Zuma on the Ipad. There are so many levels that it will last you more than three hours. I also have an amazing app on my iphone for stars called Sky Guide and that entertains and distracts me for quite a while.

If you're interested in any of the items I listed, go a Google search for them to find our more information. I think the binaural beats are interesting – I've used the Nevastic audio for children and it's helped them find relief in seasickness. Furthermore, it's drug free and that's always a good thing!

Meal provisioning

Finally, we come to meal provisioning, the bane of my existence. No, I shouldn't say that as I'm actually starting to enjoy it. Going to a grocery store has now become a highlight in my life – especially if I find broccoli or something I haven't had in months.

It has taken me a good 1-½ years to get to grips with provisioning and cooking on a boat. But when we moved aboard, my culinary expertise extended to processed meals with the once a year turkey dinner for Thanksgiving. Heck, if I could have paid a caterer for it, I would have done so (living in England they don't celebrate Thanksgiving nor do they have people to prepare turkeys in November).

Anyway, I can now look in the fridge, analyze what we have and usually create something that comes out halfway decent. I always use my Britican Galley Herb and Spice Blends, thanks to my mom, who created them. When I cook chicken, I use the Chicken Blend and when I make seafood, I use the Seafood Blend.

If you're ever interested in quick easy tasty meals, check out the SailingBritican.com website as I'm always adding new recipes. That aside, I created the meal-provisioning checklist as a way to remind you on what you might need to stock up on. The list provides groupings to jar your memory and help to create a shopping list.

It's impossible to create a list of groceries as everyone likes different things and furthermore, you often can't get what you want. While in Greece and Italy I've failed to find celery, parsnips, broccoli, cauliflower and any root vegetable other than carrots. Here I am thinking those veggies were standard!

Without any further ado, let's get on with the checklists.

I. PASSAGE PLANING, BOAT BRIEFING AND MORE

The Start To Finish Of A Sailing Voyage – New Crew/Guests

Voyage preparation

- Use passage-planning checklists to create a passage plan. (Use 'Preparing to Create A Passage Plan' and 'Passage Plan')
- Brief new crew and/or guests about the boat (Use 'Boat Briefing')
- Brief crew and/or guests about passage plan and assign duties (Use, 'Crew Duties And Responsibilities To Give Out')
- Ask crew/guests to get into appropriate clothing

Engine and ancillary checks – below deck

- Survey bilge for water, oil or fuel leaks
- Look over engine ensure that there are no loose connections, etc.
- Check water/coolant level
- Check oil levels
- Ensure the belt tension is correct
- Visual inspect racors (fuel/water separator)
- Rotate the stern gland (if required)
- Ensure the sea strainers devoid of any objects
- Test the bilge pumps – automatic and manual
- Check water tank level
- Check amount of fuel in fuel tank
- Note the battery charge level
- Note Fridge temperature
- Note Freezer temperature
- Check that the freezer water flow is flowing okay
- Check the air-con water flow is flow okay
- Ensure the generator oil level is correct
- Check the generator water level
- Test the generator belt tension
- Give the generator an overall survey – leaks, loose connections, etc.

- Close seacocks (if necessary)
- Close hatches, windows and cover vents
- Give the rudder bearing greaser a twist (if necessary)
- Check that the speed log and depth gauge transponder are fitted securely and free from corrosion

Above deck

- Anchor has the lock pin in place and is secure – area looks correct (if anchor is not being used)
- Anchor locker is free from blockages
- Ensure pulpit rails are secure
- Safety rails are secure
- Deck cleats are looking good
- Foresail is secured correctly to the furler drum
- Foresail sheets are properly attached and free to run and not chafed
- Jackstays/jacklines are secure
- Dorade vents are secured
- Mast fittings, winches, boom gooseneck and reefing controls are all in working order
- Check all halyards
- Examine boom vang/kicker, hydraulic lines, boom condition, topping lift and lazy jacks
- Examine the mainsail – condition, tack, head, clue and then the leach tension line and clamp. Check battens
- Prepare other sails (asymmetrical, staysail, etc.) for use if they're stowed away
- Test tightness of water and fuel tank caps
- Check backstay tension
- Test winches
- Ensure main steering compass is working correctly
- Ensure steering wheel is secure on its spindle and working correctly

- Check all GPS sensors, antennas and other communication equipment are clean and secure

Food and provisions

- Prepare water for everyone (put initials on bottle cap)
- Prepare snacks and any meals before leaving for journey
- Check gas for cooking

Safety and deck duties

- Survey safety systems (life-raft, life rings, safety wires and have life-jackets, lines available)
- Remove and stow outside navigation system covers, compass cover, etc.
- Remove sail cover(s), prepare sheets, halyards, etc.
- Disconnect shore electrics
- Make warps ready for release or prepare anchor to be lifted
- Ensure sun cream is available in the cockpit
- Put logbook in cockpit, fill out initial information and update every x hours

After systems are turned on

- All navigational systems running (plotter, GPS, etc.)
- VHF working?
- Navigation lights all working?
- Engine exhaust color okay?
- Engine cooling water is flowing?
- Engine operating temperature?
- Test bow thrusters

Leaving port

- Remind those responsible for pulling up the anchor or slipping the lines on the procedure. Remember to bring the anchor ball down
- Position able bodies to fend off with a roving fender (if necessary)

When making way

- Stow anchor ropes, warps and fenders
- Check that the stern gland is dripping
- Make water?
- Open holding tanks (if and when appropriate and now when making water!)
- Update logbook and check engine vitals every X hours
- Practice Man Overboard Procedure (MOP) procedure

Before arriving

- Brief crew and/or guests on who is doing what (bring sails down, coil sheets, halyards, throw warps, look-out, lazy lines, anchoring, etc.)
- Prepare boat with fenders and warps
- Make ready the anchor (if anchoring)
- Tidy cockpit
- Close black and gray water tank(s) if not already done

After the boat is secured

- Set up passerelle, gang plank or board
- Visit marina or harbor office (if in a marina)
- Hook up electricity
- Wash down the deck (before opening the windows)
- Chemise the windows and chrome
- Clean the inside of the boat
- Pour your gin and tonic (or have it poured for you!)

Preparing To Create A Passage Plan

Gather all the tools necessary to create a passage plan

- Up-to-date charts
- Pilot book
- Almanac
- Tidal stream atlases
- Pencil, course plotter and dividers
- Weather report
- Ipad

Determine a potential passage and consider

- Weather report
- Amount of daylight (sunrise and sunset times) and note time constraints
- Crew capabilities
- Boat capabilities
- Departure pilotage (any restrictions or limits?)
- Arrival pilotage (any restrictions or limits?)
- Check tidal highs and lows
- Consider a potential route using tidal streams, gates and navigational aids
- Note shipping lanes and traffic separation schemes
- Estimate duration of trip considering distance, sea state, wind and route
- Tides - Spring/Neap/Interpolate? Tidal heights at departure and destination
- Note possible refuges

If considerations make sense, create detailed plan

- Fill out 'Passage Plan' preliminary details (from, to, sunrise, sunset, wind...)
- Fill out 'Passage Plan' tidal high waters, low waters times and height
- Prepare the departure route on your map (avoiding hazards)
- Prepare the arrival route on your map (avoiding hazards)
- Connect the departure and arrival routes on your map (avoiding hazards)

- Note time, latitude, longitude, course to steer and distance at each waypoint
- Make note of any navigation marks to help with navigation – lighthouses, headlands
- Note dangers to be avoided and any clearing bearings
- Work out speed and time and excess speed needed to get to critical points on time
- Make note of alternative arrival ports/anchorages and refuges
- Determine watches
- Determine when skipper needs to be on deck (departure/arrival/near danger areas)
- Set waypoints add to GPS and crosscheck with chart

Passage Plan

Also remember to log position and write various vitals every couple hours.

Passage plan basics

- Date
- From
- Destination
- ETD
- ETA
- Speed Knots
- Sunrise
- Sunset
- Wind
- Visibility
- Sea state
- Barometer
- Tide
- Destination VHF
- Forecast

Tides

- Standard Port
- HW (Time and Height)
- LW (Time and Height)
- HW (Time and Height)
- LW (Time and Height)
- Secondary Port
- HW (Time and Height)
- LW (Time and Height)
- HW (Time and Height)
- LW (Time and Height)

Waypoints and routes

- Time 1
- Latitude
- Longitude
- CTS (°M)
- Distance
- Time 2
- Latitude
- Longitude
- CTS (°M)
- Distance
- Time 3
- Latitude
- Longitude
- CTS (°M)
- Distance

Planned refuge(s)

- Planned Refuge 1
- Latitude
- Longitude
- Comments
- Planned Refuge 2
- Latitude
- Longitude
- Comments
- Planned Refuge 3
- Latitude
- Longitude
- Comments

Boat Briefing

Up on deck

- Basics:** getting on and off the boat safely
- Moving around:** what you can walk on, hold onto and clip yourself to (jackstay)
- Deck hazards:** shoe policy, hatches, boom and any other hazard area
- Lines and winches:** basic use and hazards to be aware of
- Lockers:** where they are and the contents (Fender storage, cleaning supplies, safety equipment location, and gas)
- Tender:** how it's used
- Engine:** turning it on/off and how to operate. Emergency turn-off
- Instruments and GPS:** quick overview
- Teamwork:** report any injuries, breakages, concerns or illnesses immediately
- Sun protection:** hats, sunscreen
- Hydration policy:** everyone must be seen to be drinking water throughout the day
- Sea sickness:** symptoms, ways to avoid it, what to do if you get it
- Medical:** Medical questionnaires filled out? Ask crew: Any allergies? Anyone that can't swim? Medical conditions? Food allergies? Diabetes, epilepsy, heart condition, etc. Discuss each other's medical status, medication

Emergency equipment

- Man Over Board (MOB):** purpose of equipment, MOB procedure and MOB buttons/alerts, life raft etc. Note: if you do fall in, go into fetal position
- Other emergencies:** What to do in the case of a demisting, fire, flood or loss of the rudder/steering
- MAYAY instructions:** Make a note that you'll show crew the VHF and MAYDAY procedure below decks
- Life raft:** purpose and procedure for use
- EPIRB/SART:** purpose and procedure for use
- Flares:** location, use and precautions

- Life raft survival grab bag:** location, purpose and contents
- Emergency tiller:** location and how to use
- Emergency fuel cut-off:** location and how to use
- Emergency skipper:** who will take the role of the skipper if the skipper becomes incapacitated?

Below decks

- Moving around:** hand holds, slipping and companionway steps
- Lifejackets and harnesses:** distribute, adjust and discuss when and where to wear
- First Aid Kits:** locations, equipment, logbooks and procedure for requesting First Aid. Mention who the designated First Aider is.
- VHF Radio:** show how to turn on and follow instructions for MAYDAY call
- Torches and search lights:** locations
- Circuit board:** overview of switches, how the electricity works, navigation lights
- Fire extinguishers and blankets:** location and how they work
- Hatches:** dangers and making sure they're closed at sea
- Heads:** how to use, no toilet paper! Also mention that lack of water in the head is a serious danger and should be reported immediately
- Sinks/showers:** how to use and how to clean up afterwards
- Water:** drinkable/not drinkable? Explain water is in short supply!
- Galley:** location of everything, dangers (gas, slamming doors, burns) and how each appliance operates. Important that everyone keeps galley clean
- Cleanliness:** everything needs to be put back from where it came from
- Flooding:** bilge pumps, stopcocks, plugs and bailing
- Garbage:** general waste and hazardous waste policies

Crew Duties Or Responsibilities To Give Out

- Provisioning Officer:** getting the food, drink and any other supplies necessary for the journey. Removing packaging, washing fruits and vegetables, storing.
- Cooking Officer:** making or supplying breakfast, lunch, dinner and snacks.
- Bar Steward Officer:** supplying water, soft drinks and cocktails.
- Galley Cleanup Officer:** is the same person that prepares and cooks food going to do the cleanup too? Or will others be assigned cleanup duties?
- Engineer:** doing the engine and generator checks. Often it's good to rotate this job as one person might see something that a previous person did not.
- Passage Planning Officer:** getting weather forecasts, studying the pilot book, looking at charts and putting together a plan of where to go with various other options available.
- Safety Officer:** someone to keep an eye on lifejackets and that people are wearing them at the appropriate times (eg. Children to wear lifejackets outside of the cockpit?), harnesses and do a daily inspection of all safety equipment: MOB devices, flotation devices, safety lines, EPIRB/SART equipment, fire equipment and have a full knowledge on how to make an emergency VHF broadcast.
- First Aid Officer:** a person to administer and log any items being used from the First Aid Kit. To remember to bring the travel First Aid Kit when going ashore. An understanding of what information needs to be recorded for a medical illness or injury before calling for Radio Medical Advice and the various observation checklists that can be used to monitor a casualty. The First Aid Officer should also keep an eye out on all crew and guests to ensure that water is being consumed, sun cream is applied routinely and to bring to the attention of the skipper if anyone looks out-of-sorts.

- ❑ **Rubbish/Trash Officer:** all oncoming food and products need to be stripped of packaging, labeled and the waste disposed of prior to leaving port. While on route, care needs to be taking regarding what rubbish can be thrown overboard (organic waste) versus plastic products and inorganic waste. Proper stowage of rubbish/trash needs to be maintained and once the boat is moored up, the rubbish/trash needs to be properly disposed of. If recycling options are available, care needs to be used to separate the rubbish/trash.
- ❑ **Log Keeper:** the log keeper needs to oversee the log to ensure that it's updated at regular intervals – perhaps every 3 hours or so. The log keeper should keep a log when on watch and then task another member of the crew to do it in his or her absence.
- ❑ **Helmsperson:** who's in charge of steering the ship? Over long journey's this will change often, most likely through a watch system, but a handoff must occur to ensure that someone is, at all times, manning the wheel.
- ❑ **Fender Officer:** the person or persons in charge of fenders needs to understand what knot to use to secure them to the safety rail, how far down along the boat they are needed to hang and the placement for the fenders. Furthermore, the Officer responsible for fenders need to know where to put the fenders when they're not in use.
- ❑ **Warps Officer:** warps are used to tie the boat down to a pontoon, dock or jetty. When taking responsibility for the warps, the Officer need to know how to fix them to the boat, where to fix them, how to hand them over and whether or not the ropes are needed to come back to the boat for fastening.
- ❑ **Lazy lines Officer:** lazy lines are provided in marinas and act as an anchor for the bow of the boat. The person responsible for the lazy lines needs to wear protective gloves when handling the lines, make use of the pole to grab the line and to quickly bring the line to the front of the boat fastening them to the bow cleats. When leaving a mooring, the person responsible will release the lazy lines at the appropriate time called out by the skipper and announce when they have sunk.

- ❑ **Anchor Officer:** the person responsible for the anchor will let it out/drop it communicating the amount of chain/rope back to the skipper. This officer will ensure it's dug in, use a device to remove pressure from the winch, raise an anchor ball, and ensure the cleanliness of anchor and anchor locker is maintained. When lifting the anchor, the Officer will assist the chain as it enters the locker, call back the amount left to come up to the Skipper and announce when the anchor is up and secured. The anchor ball will also be taken down by this Officer.
- ❑ **Keeping A Look Out Officer:** While up on deck, it's good practice for at least two pairs of eyes to be looking out for hazards, other boats and marine life that needs to be avoided.
- ❑ **On Deck Cleaning Officer:** a person is needed to help and oversee inside and outside cleaning jobs including, wash deck down, clean sheets/halyards, chamois windows, clean stainless steel, cockpit, clean exhaust off side of boat, sugar sweep, wash fenders.
- ❑ **Below Deck Cleaning Officer:** a person to help and oversee the cleaning of heads, vacuuming/sweeping, tidy-up, dishes, laundry.
- ❑ **Entertainment Officer:** a person to research all the options available at the upcoming destination or destinations – restaurants, tours, vehicle rental options, beaches and more!

Anchoring

- Find a place to anchor that has good holding.
- Point the boat into the wind.
- Make sure that the depth makes sense (have the ability to put out at least 5x the depth you're in).
- Make sure you can swing 360 – ensure you're not too close to hazards or other boats.
- Drop anchor and do your best to see it hit the floor (we painted our anchor white so that we could easily see it drop).
- If possible, have someone set the anchor alarm at the point where the anchor drops. We often set our alarm after we're done, but then we're not always on top of the anchor.
- Slowly move the boat backwards (use the wind or allow the engine to reverse slowly) as your letting line out so that the chain doesn't become tangled in a big heap along the sea floor.
- At 3x the depth reverse the boat to ensure the anchor digs in. I often stand on the chain and watch it stretch out. If the chain bumps along, I know that the anchor is dragging. If, however, the chain goes horizontal and then the boat moves back towards the chain, without any bumps, I can be fairly confident that the anchor is set.
- Make a visual note of the position of the boat against at least two positions on land and wait at the anchor for a few minutes to ensure the boat is maintaining the position.
- Release the tension of the chain from the winch by a snubber or rope.
- Hoist the anchor ball.
- If possible put some goggles on, jump in and visually inspect that the anchor is dug in. Even veteran sailors are not ashamed of a visual inspection!
- A free dive visual check daily is critical along with pulling back using almost full throttle following a wind shift, especially if expecting high winds at the new angle. Avoid crowded bays and have an exit strategy if a freak storm happens.

Packing And Preparing For A Sailing Vacation/Holiday

Paperwork

- Passport and photocopies of your passport (to carry around)
- Necessary visas
- Local currency
- Airline and/or train tickets
- Skippers letter (if necessary)*
- Diving qualifications (if diving is an option) and drivers license (to rent a car)

Luggage

- Please pack your clothes and other goods in a collapsible duffel bag. Hard cases or non-collapsible luggage cannot be stowed on a boat.
- Ensure you have a vanity case and a small carry bag for a towel and change of clothes that can be easily transported to the marina showers.

Clothing

- Season specific sailing clothing – wet weather gear (waterproof overalls and waterproof jacket) if necessary in addition to hats, gloves, scarves and boots.
- No high-heels or shoes that have black bottoms or soles that will mark the boat.
- Bring cheap flip-flops if you intend on showering in marina facilities – you can wear them in the shower.
- Make sure that jeans, trousers, shorts and skirts are devoid of anything on the back pockets – no buttons, gemstones or other hard items. These items can scratch the deck or put a hole in the dingy.
- Pack layers so that you can add more clothes if and when you need them – it's always colder at sea.
- Beach towel, bathing suit, sarongs and other beach items.
- Deck shoes or sneakers/trainers – you'll need good quality shoes to walk around the deck on. Make sure the bottoms are white or non-transferable.

Other things to pack

- Ipad, Ipod, music player, and/or Kindles are perfect for a boat. They take up very little space and provide quite a few options for entertainment during longer sails. If bringing an electronic device, consider getting a waterproof case or bag.
- Camera (or use your phone)
- A few books at most. There's not much space on a boat.
- If you'll be onboard for a long time, consider getting polarized sunglasses.
- Special food or drinks.
- Gifts for your host (As a side note, before you go on your sailing vacation, make sure to ask the Skipper or owner if they need anything brought out to them. Getting deliveries on a boat is difficult and costly. It's a massive favor to offer to bring spares or other goods to the boat).

Medical

- Make sure to bring extra (If you get seasick and it comes up, you'll need to take it again)
- Mosquito or bug spray
- Sunscreen
- Asthma pumps or EpiPens
- Fill out a medical form (will be provided) to let the skipper know about any allergies, health or medical issues.

Setting expectations

- Duration of sails will be: (Example – Three to six hours every day)
- Potential ports of call are as follows: (Example – Lefkas, Meganisi and Cephalonia Islands)
- Expectation of duties performed: (Example – As little or as much as you like)
- Knowledge of sailing required: (Example – None)
- Internet/Wifi connection: (Example – An internet connection can be secured when moored up and along shore at most of our destination points. The connection is often weak to good)

- Mobile phone reception: (Example – Everywhere we sail, you'll have mobile/cellular connectivity)
- Hairdryer/hair appliances (Example – Hair appliances cannot be used on the boat, however some marina bathrooms have outlets)
- Financial contribution expected: (Example – payment for diesel used, in addition to alcoholic drinks and eating out contributions are expected)
- Toilets cannot have anything go down them, so expect to put your toilet paper, womanly items, wipes and anything else that wasn't consumed by you in a wastepaper basket.
- Water is valuable – showers are limited to turning the water on to get wet and then off to lather up. On to rinse off and off as soon as you're clean.
- Showers may or may not supply hot water.
- Although plans to reach specific destinations are set that doesn't mean that they won't change. Safety and weather conditions often require a change of plan. To avoid disappointment, be prepared for alternative destinations, possible 'no-sail' days and in some cases, adverse weather.

Other random notes

- Toe and fingernail polish seems to transfer to the topside deck easily. To avoid having to clean it off, get your toes/nails done in gel coat or go natural.
- It is highly advised that you take off your rings before sailing – especially if you're going to work the ropes. It's not uncommon for a rope to get caught on a ring and take the skin off the finger...or, worse, take the finger.

**Special note for long passages*

If you're flying into a country with a one- way ticket make sure to ask the skipper for a 'Skipper's Letter.' This letter will state that you are joining a yacht in a specific port and that the skipper/master accepts responsibility for you leaving the country. Print this before you fly.

II. MAINTENANCE AND SERVICE CHECKS

Routine Engine, Generator And Ancillary Checks

Pre-journey engine and ancillary checks

- Survey bilge for water, oil or fuel leaks
- Look over engine ensure that there are no loose connections, etc.
- Check water/coolant level
- Check oil levels
- Ensure the belt tension is correct
- Visual inspect racors (fuel/water separator)
- Rotate the stern gland (if required)
- Ensure the sea strainers devoid of any objects
- Test the bilge pumps – automatic and manual
- Check water tank level
- Check amount of fuel in fuel tank
- Note the battery charge level
- Note Fridge temperature
- Note Freezer temperature
- Check that the freezer water flow is flowing okay
- Check the air-con water flow is flow okay
- Ensure the generator oil level is correct
- Check the generator water level
- Test the generator belt tension
- Give the generator an overall survey – leaks, loose connections, etc.
- Close seacocks (if necessary)
- Close hatches, windows and cover vents
- Give the rudder bearing greaser a twist (if necessary)
- Check that the speed log and depth gauge transponder are fitted securely and free from corrosion

Daily main systems/concerns (no voyage – at anchorage)

- Survey bilge for water, oil or fuel leaks
- Test that the bilge pumps are working correctly
- Check sea strainer(s) if using freezer, air con, fridge
- Water tank levels
- Battery charge levels (run generator if necessary)
- Fridge temperature
- Freezer temperature
- Freezer waterflow
- Air-con waterflow
- Generator oil
- Generator water
- Generator belt
- Generator overall survey – leaks, lose connections, etc.

Weekly

- Mop out air-condition trays
- Check hydraulic reservoir
- Gearbox oil level and color
- Run water maker
- Check starting and house batteries – connections, electrolyte levels, corrosion...Add water when needed.
- Inspect furling gear

Monthly Or Quarterly System Checks

In addition to the daily/weekly checks, consider the following on a monthly or quarterly bases depending on how much you use your boat and the manufacturers suggestions:

Engine and generator related

- Check all fuel lines for wear or chafe
- Change engine oil
- Replace oil filter
- Check anodes on engine
- Check engine mounts
- Check anodes on generator
- Clean air filters

Drive assembly

- Check stuffing box on drive assembly/check tightness on shaft coupling
- Steering cable tension and grease

Fresh water systems

- Fresh water filters
- Fresh water supply pump in-line filter
- Water maker pre-filters

General

- Exercise stopcocks (do this every month)
- Grease hatches
- Clean air-conditioner filters
- Flush bilge with cleaner (or whenever the bilge smells)
- Life jackets – gas cylinder and overall check
- Galley smoke alarm
- Safety rails
- Flush chain locker with fresh water

- Check all overboard discharges

Standing and running rigging

- Survey chain plates
- Inspect goose neck (on mast)
- Ensure all clevis pins are in place
- Check swage terminals
- Examine forestay attachment
- Check spreader roots
- Look at spreader tips and all masthead rigging terminals
- Check for chafing on running rigging
- Ensure mast is straight (not bowing to the left or right)

Yearly Systems Checks

Use in addition to the daily/weekly checks and monthly/quarterly and depending on how much you use your boat and the manufacturers suggestions:

Engine and generator related

- Check engine mount bolts
- Inspect and clean tube stack of the heat exchanger (to do this you must remove the exchanger, soak in acid and use a pipe cleaner to clean out the tubes)
- Check cooling thermostat
- Replace fuel filter elements
- Check exhaust line (clamps, hoses, muffler)
- Check raw water impeller

Other

- Check gearbox oil (change if necessary)
- Check drive unit's controls, lubrication, etc.
- Check cutlass bearing or sail drives
- Check battery connections and clean
- Check hull anodes

Life-saving items

- Go through First Aid Kit
- Life raft servicing?
- MOB equipment
- Grab bag update
- Lifejackets- inflate manually and ensure they retain air for 24hrs.
- Safety harnesses
- Deck jackstays
- Retro reflective tape
- Lifebuoys and drogues
- Dan buoy

- Flares stock
- Fire extinguishers
- Fire blanket
- Check flares expiration date
- EPIRB, etc.

Over And Above Your Yearly Systems And Concerns

Use in addition to the daily/weekly, monthly/quarterly, yearly checks and depending on how much you use your boat and the manufacturers suggestions:

Every 500 engine hours

- Drain the cooling water circuit
- Recondition the seawater pump
- Clean heat exchanger
- Check and adjust fuel injectors
- Adjust injection timing
- Replace engine belt(s)
- Change gearbox oil

Every 1000 engine hours

- Replace alternator brushes
- Replace starter motor brushes
- Check propeller shaft alignment

Wintering A Boat

Preparing the boat for winter

- Empty grey and black water tanks
- Fill up fuel tank
- Plug tank breather
- Empty boat of items liable to deteriorate (bedding, clothing, ships papers/documents, unused provisions)
- Lift all cushions so air can reach all sides
- Open lockers and drawers
- Remove sails
- Remove running rigging – replace with mousing lines
- Leave cockpit drains open
- Close all other through-hull fittings
- Consider getting a dehumidifier
- Fix the rudder blade
- Tighten stuffing box/wind down stern-gland greaser (make a note)

Drain down

- Fresh water tanks
- Hot water tanks
- Sewage holding tanks
- Pump dry all water supply pumps, bilge pumps and leave taps open

Follow winterizing procedures from manufactures

- Engine
- Generator
- Heating system
- Water maker
- Charge batteries

Clean

- Bilge
- Fridge
- Freezer
- Shower trays
- Air conditioner trays

Other

- Dry all lockers and wedge them open for air to circulate
- Plug any large wholes (e.g. exhaust pipes) to dissuade bugs/animals from occupying area
- Ensure a supply of electricity is going to the boat to keep the batteries charged
OR disconnect the batteries completely

Every Time The Boat Is Out Of The Water

Out of water checks

- Check hull and repair any damages
- Service seacocks and clean through holes
- Inspect and replace anodes (if necessary)
- Antifouling (add another coat) or
- Antifouling (strip back every few years and then add antifouling)
- Service propeller, grease and change anode
- Stern gland packing – does it need to be replaced?
- Check rudder blade, bearings and stock shoe
- Inspect keel bolts and tensioning
- Check bow thruster, change anodes (if necessary), clean propeller(s)
- Clean fridge, freezer and earthing plates
- Clean and polish gel coat

Spare Parts Checklist

Essential

- Oil for at least one oil change
- Oil filters
- Transmission oil (if different from engine oil)
- Fuel filters (primary and fine)
- Air filters
- Drive belts
- Anodes
- Water pump impeller
- Antifreeze, coolant, distilled water
- Hydraulic oil

Cruising spares

- Cooling system thermostat
- Cooling system hose
- Hose clips (various sizes)
- Insulating tape
- Electrical wire
- Self-amalgamating tape
- Cable connectors
- Cable ties
- Exhaust bandage
- Tube of liquid gasket

Spare engine parts

- Alternator
- Starter motor
- Fuel pump
- Cooling water pump

- Throttle cable
- Gear selector cable

Ancillary items

- Toilet pump
- Toilet pump service kit
- Fresh water pump
- Fresh water pump service kit
- Autopilot spares
- Spare shackles used for sails
- Sail repair kit
- Emergency rigging kit
- Spare ropes (for sheets, halyards, mooring lines)
- Water maker service kit and chemicals
- Gas regulator and hose
- Lifejacket gas cylinders
- Diesel biocide
- Manual pump
- Spare winch handles and tank caps

III. CLEANING AND MAINTENANCE CHECKLISTS

Cleaning Everything Above Deck

Main topside

- Teak treatment (use Boracol once a year and wash with vinegar or light detergent. If leaving the boat for a long time, wash with saltwater as it keeps the teak moist)
- Repair teak deck sealant (whenever you see the sealant come out)
- Replace missing wooden plugs (whenever you see a plug come out)
- Hull and Topside cleaning (after every sail when fresh water is available)
- Exhaust area (once a week)
- Hull and Topside polish and wax (every six weeks)
- Stainless Steel/Chrome (after every voyage – wash with fresh water and wipe clean)
- Sails (whenever you winter the boat – have them professionally cleaned)
- Standing rigging (wash down with fresh water when possible)
- Running rigging (wash when wintering in fresh water and light detergent)
- Furling gear (spray with fresh water when possible)
- Clean navigation lights (spray with fresh water when possible)
- Lockers (wash out with fresh water when possible)
- Davits (spray with fresh water when possible)
- Service winches (clean and service every 6 months to 1 year)
- Companionway washboard (spray with fresh water when possible)

Deck fittings

- Blocks (spray with fresh water when possible)
- Loose blocks (spray with fresh water when possible)
- Tracks (spray with fresh water when possible)
- Sliders (spray with fresh water when possible)
- Camcleats (spray with fresh water when possible)

Bow of the boat

- Headsail roller reefing (clean and maybe grease)
- Windless (spray with fresh water when possible)
- Anchor (spray with fresh water when possible. Inspect anchor and chain every time you use it)
- Chain (spray with fresh water when possible)

Fenders and warps

- Fenders (spray with fresh water, use fender cleaner when possible – we usually pay the children to do these!)
- Fender socks (wash in the laundry when they get dirty)
- Warps (clean with fresh water and soap when they get rigid from too much salt)

Canvas and upholstery care

- Sail cover
- Sprayhood (spray with fresh water after a voyage)
- Dodgers
- Biminis
- Dinghy covers
- Outboard covers (clean in washing machine when needed)
- Pedestal covers (clean in washing machine when needed)
- Winch covers (clean in washing machine when needed)
- Windless cover (clean in washing machine when needed)
- Cockpit cushion covers (clean in washing machine when needed)
- Other cushion covers (clean in washing machine when needed)

Electronic devices for navigation

- Masthead wind units (wipe clean whenever someone is up the mast)
- Insulators fitted to standing rigging for SSB type antennas (wipe clean whenever they get salt water on them)

Cleaning Everything Below Deck

General

- Bilges (every couple weeks or whenever it starts to smell)
- Engine compartment (anytime it gets dirty)
- Fresh water tank (yearly)
- Floors (whenever needed)
- Walls (whenever needed – white mold will grow on them)
- Headlinings (whenever needed – once/year)
- Fittings and fixtures (whenever needed to avoid corrosion)
- Crew covers (put in laundry whenever needed)
- Upholstery (whenever needed)
- Cushions (whenever needed)
- Curtains (whenever needed)
- Lee cloths (whenever needed)
- Anti-siphon valves – gray water, black water and all others (yearly)

Heads

- Vinegar (pour down the toilets periodically – once a week)
- Mueric Acid (once a month in the toilet)
- Sink/shower strainers (clean out when needed)
- Secondary strainers (open and clean them out)
- Heads odor filter (once a year)
- Black water tank (flush whenever you think it needs it)
- Grey water tank (clean out whenever it leaks and you have to reseal it!)
- Toilet (serviced annually – service kit)

Kitchen

- Fridge drain (whenever needed – use vinegar and run it through discharge pipe)
- Freezer drain (whenever needed – use vinegar and run it through discharge pipe)

- Kitchen drains (vinegar periodically and when necessary sink stink product)
- Secondary strainers (open and clean them out)

Electronic devices for navigation

- Through-hull log impellers (every month)
- Echo sounder transducers (every few months)

IV. MEDICAL RELATED CHECKLIST FOR SAILBOATS

First Aid log

First Aid entry

- Date
- Time
- Name
- Description
- Treatment
- Given by

First Aid entry

- Date
- Time
- Name
- Description
- Treatment
- Given by

First Aid entry

- Date
- Time
- Name
- Description
- Treatment
- Given by

First Aid Kit For Boaters

General

- Assortment of plasters/ Band-Aids
- Non-stick dressings – a variety of sizes
- Bandages – a variety of sizes and lengths
- Adhesive tape
- Non-latex gloves
- Alcohol-free moist wipes
- Scissors, safety pins and tweezers

Topical or external treatments

- Anti-septic cream and or spray
- Antibiotic cream
- Hydrocortisone ointment
- Burn gel or ointment
- Calamine lotion
- Eyewash
- Eardrops
- Anti-fungal ointment
- Local anesthetic gel

Medicines

- Painkillers: Aspirin, Ibuprofen, Acetaminophen
- Antihistamine: (Allergy, allergic reaction, bug bites)
- Antibiotics: two types of broad-spectrum
- Rehydration packets
- Other: Laxatives, Imodium, heartburn
- Seasickness pills
- Muscle relaxants
- Oral antihistamines

- Pre-loaded adrenaline syringe for anaphylaxis
- Common cold medicine
- Thrush, yeast infection, vaginal infections

First Aid monitoring tools

- Thermometer
- Pulse checker
- Otoscope to check ears
- Cuff for heart rate
- Stethoscope
- Pee stick tests
- Pen light (eye dilation)

Bone fractures

- Slings
- Splints (variety of sizes)
- Non-stick dressings
- Bandages and tape

Burns

- Heat diffuser gel pads or instant ice pads
- Paraffin non-stick bandages
- Non-stick dressings

Serious cuts

- Non-stick bandages
- Dressings
- Steristrips
- Suturing kit

Dental

Emergency dentistry kit

First Aid Kit for Day Trips (off the boat)

- Selection of Band-Aids/plasters
- Alcohol-free moist wipes
- Anti-septic cream and or spray
- Antibiotic cream
- Bug spray
- Tweezers, needle and lighter (for splinters)
- Painkiller
- Antihistamine
- Re-hydration sachet

Medical Question Form For Guests/Crew Members

Guest/crew member details

- Full Name:
- Address:
- Emergency Contact Name:
- Emergency Contact Phone:
- Date of Birth:

Tick any that apply

- Allergy to medicine(s)
- Allergy to food(s)
- Asthma
- Anaphylactic shock
- Epileptic seizures
- Diabetes
- Anemia
- High blood pressure
- Heart disease
- Lung disease
- Hernia or 'rupture'
- Kidney disease
- Liver disease
- Other disease
- Ever concussed
- Broken bones
- Surgeries
- Back problems
- Pin, screws or plates
- Wear contacts
- Seasickness

- Other conditions
- Vaccinations
- Prescribed medicine

To be filled in by the Skipper

- Contact Name:
- Name of vessel:
- Contact number(s):

Radio Medical Advice For Illness (Not Injury)

Routine particulars about the boat

- Boat name
- Call sign
- Date
- Time
- Course
- Speed
- Longitude
- Latitude
- Destination
- ETA
- Nearest Port
- Possible ETA
- Other Port?
- Possible ETA
- Local weather (if relevant)

Routine particulars about the patient

- First Name
- Last Name
- Sex
- Age

Routine particulars about the illness

- When did the Illness first began?
- How did it begin (slow/sudden)?
- What did the patient first complain of?
- List all their complaints and symptoms.
- Describe the course of illness from start to present.

- Any important past illnesses/injuries/operations?
- Known illnesses in the family?
- Social or occupational history?
- List all medicines/ tablets/drugs taken before illness began and doses.
- Has patient been drinking or do you think they've taken drugs?

Results of examination and diagnosis

- Describe general appearance of the patient.
- Describe appearance of the affected parts.
- Any swelling, tenderness, lack of movement?
- What tests have you done and what are the results?
- What do you think the diagnosis is?
- What other illnesses have you considered?

Treatment and problems

- List ALL the medicines/ tablets/drugs that the patient has taken since the illness began and doses.
- How has the patient responded?
- What problems are you worrying about now?
- What do you think you need to be advised on?
- Other comments:

Comments from Doctor

- Comments:

Radio Medical Advice for Injury (not Illness)

Routine particulars about the boat

- Boat name
- Call sign
- Date
- Time
- Course
- Speed
- Longitude
- Latitude
- Destination
- ETA
- Nearest Port
- Possible ETA
- Other Port?
- Possible ETA
- Local weather (if relevant)

Routine particulars about the patient

- First Name
- Last Name
- Sex
- Age

Routine particulars about the illness

- Exactly how did the injuries arise?
- How long ago was that?
- List complaints in order of importance or severity.
- Any important past illnesses/injuries/operations?
- List all medicines/ tablets/drugs taken before illness began and doses.

- Has patient been drinking or do you think they've taken drugs?
- Does the patient remember everything that happened, or did they lose consciousness even for a short time?
- If consciousness lost, when and for how long?

Results of examination and diagnosis

- Describe general condition of the patient.
- List what you believe to be the patients' injuries in order of importance and severity.
- Did the patient lose any blood? If so, how much?
- What tests have you done and what are the results?

Treatment and problems

- Describe the First Aid and other treatment that you have carried out since the injuries occurred.
- List all the medicines/tablets/drugs, which the patient has taken, doses and times.
- How has the patient responded?
- What problems are you worrying about now?
- What do you think you need to be advised on?
- Other comments:

Comments from Doctor

- Comments:

Medical Observations Of Casualty

Medical observations (Take every 30 minutes to 1 hour depending on severity)

- Time
- Temperature
- Pulse
- Respiration (breaths)
- Blood Pressure

- Time
- Temperature
- Pulse
- Respiration (breaths)
- Blood Pressure

- Time
- Temperature
- Pulse
- Respiration (breaths)
- Blood Pressure

- Time
- Temperature
- Pulse
- Respiration (breaths)
- Blood Pressure

More Medical Observations (Use For Illness Or Injury Patients)

Eyes (tick appropriate box and note time checked)

- 4. Opens spontaneously
- 3. Opens to speech
- 2. Opens to painful stimulus
- 1. No response

Speech (tick appropriate box and note time checked)

- 5. Responding sensibly
- 4. Seems confused
- 3. Uses inappropriate words
- 2. Incomprehensible sounds
- 1. No response

Movement (tick appropriate box and note time checked)

- 6. Obeys commands
- 5. Points to pain
- 4. Withdrawals from painful stimulus
- 3. Bends limbs in response to pain
- 2. Straightens limbs in response to pain
- 1. No response

V. OTHER CHECKLISTS

Taking The Dingy To Land

In general

- Get the kill cord
- Turn your anchor light on if there is a chance you'll return after dusk
- Remember to put the plug in the hole if you haven't lowered the dingy yet
- Check fuel level
- Pump up the dingy if it needs more air
- Lifejackets (children?)
- Apply sunscreen or bring it with you
- Bring travelling First Aid Kit
- Remember your shoes (we forget ours all the time!)
- Bring a hat
- Always go to shore with a backpack filled with reusable carry bags – they come in handy for groceries, supplies or whatever you might find
- Handheld radio or Walkie-Talkies (if someone is left on the boat)
- Pack up your rubbish/trash
- Bring your list of things to buy (we always have a list of random items we're searching for)
- Pack toys, books, Ipad and things to do for children
- Water and snacks
- Phone/camera (in waterproof bag)
- Money
- Identification (we carry copies of our passport)
- Boat papers (if you're paranoid someone might go aboard and steal them and the boat!)

Going to the beach (In addition to the above)

- Towels
- Goggles/face mask/snorkel/fins
- Bucket, pale, spade (beach bag)
- Umbrella, beach tent
- Change of clothes
- Wet wipes (they're always in need – kids or not kids!)
- Bag for wet clothes

Keeping Children Occupied On A Boat

Non-electronic

- Legos
- Geoboard
- Board games (Checkers/Chess/Backgammon Set)
- Other Games (Guess Who?/Connect Four)
- Puzzles
- Dominos
- Card games (Uno, standard deck)

Books

- Sticker books
- Reading books
- Activity books
- Homeschooling/Educational books
- Local books (Ocean wildlife, Atlas/Maps, Flowers/Birds of the region)
- Log book for children (for them to fill out during the journey)

Electronic devices

- Ipad, Computer or Kindle
- DVD Player
- Printer (useful to print activities from)
- Camera

To be used on electronic devices

- Movies
- Kindle books
- Games
- Educational apps

Arts and crafts

- Colored paper/card, and watercolor paper
- Markers
- Watercolor paints and paintbrushes
- Stickers
- Pipe cleaners
- Wooden sticks
- Clay or play dough
- Saved toilet paper rolls
- Package of felt
- Array of colored string
- Craft kits (bracelet making, scrapbooking, mobiles, sewing)
- Knitting, crocheting, macramé materials
- Tape, scissors, glue, glue sticks

Symptoms And Prevention Options For Seasickness

Symptoms of seasickness

- Headache
- Feeling nauseous
- Feeling dizzy
- Irritable
- Head feeling heavy
- Yawning even though you had a good nights sleep
- Feeling tired
- Dry mouth
- Vomiting

Prevention of seasickness

- Drink lots of water before and during a sail – make sure you're very hydrated
- Avoid alcohol and very heavy, greasy foods the day before
- Avoid caffeine and sugar
- Prepare food and water so you don't have to make unnecessary trips below decks
- Make sure you have adequate clothing on so not to get cold
- Prepare a variety of things to keep your mind off of getting sick (reading a book, knitting, make a macramé bracelet, doing a crossword, and/or be prepared to helm the boat, etc.)
- Look at the horizon
- Use one of the other options below

Other options

- Emotional Freedom Technique for motion sickness
- Acupressure
 - DIY – put your fingers on the two areas that are recommended to prevent seasickness: 1. The area on the wrist and 2. The space above the belly button

- Wristbands with pressure balls to massage pressure points
- Acupressure electric signal watch
- Drugs
 - Meclizine (Antivert, Antrizine, Bonine)
 - Diphenhydramine (Benadryl)
 - Promethazine (Phenergan, Anergan)
 - Dimenhydrinate (Dramamine, Gravol)
 - Cinnarizine (Stugeron, Stunarone)
 - Scopolamine Patch (Transdermscope)
- Natural or Homeopathic Remedies
 - Nox Vom (to be taken when you feel like you're going to vomit, not before)
 - Homeopathic remedy specific for travel sickness
 - Ginger pills
- Food
 - Ginger
 - Saltines
 - Lemon
 - Anchor Nutrition Bars
- Audio/Sound Therapy
 - Hypnosis for Seasickness or Motion sickness (get from Itunes)
 - Nevastic Audio App (get from Itunes)
 - Binaural beats for nausea relief
- Affirmations/Beliefs
 - From Louise Hay's book, 'Heal Your Body,' she claims that the probably cause for seasickness is 'Fear, Fear of not being in control.' And the suggested new thought pattern, or affirmation, is 'I am always in control of my thoughts. I am safe. I love and approve of myself.'
- Habituation
 - Gradual exposure to the cause of the seasickness. In other words, the more you sail, the less the sickness should affect you.

Meal Provisioning Groupings

- Baking - Sugar, flour, baking powder/soda, brown sugar, cocoa, corn starch, yeast, bread crumbs
- Bread - Bread, pita pockets, bagels
- Cereal - Oatmeal, cornflakes
- Condiments - Ketchup, mustard, mayo, soy sauce, vinegar
- Jars - Pasta sauce
- Dairy (fridge) – Milk, butter, cheeses, yogurt, cream cheese
- Dairy (non-fridge) – Cream, eggs, dried milk, parmesan cheese
- Drinks – Water, wine, beer, soft-drinks, fruit juice
- Drinks (powdered, granulated, teas, etc.) – Coffee, tea, cocoa
- Canned Fruit – Applesauce, peaches, pineapple
- Dried Fruit – Apricots, bananas, Raisins,
- Canned Meat – Chicken, ham, hash, pork, roast beef
- Canned Fish – Tuna, salmon, shrimp
- Fresh Meat – Bacon, Ground beef, pork, chicken, beef, hot dogs, sausages, steaks
- Fresh Fish – Salmon, tuna
- Nuts – Cashews, peanuts
- Oils – Olive, Coconut, Vegetable, Spray
- Packets/Mixes – Gray, pancake, sauces, taco mix
- Rice – plain white, basmati
- Pasta – Spaghetti, penne, macaroni, couscous, noodles
- Snacks – Potato chips/crisps, pretzels, crackers, breadsticks, cereal bars
- Soups – Chicken, vegetable, beef broth cubes, mushroom, tomato
- Spices – Britican Galley Herb and Spice Kit, oregano, basil, garlic powder, salt, pepper
- Canned Vegetables – Beans, kidney, baked, beets, corn, green beans, spinach, mushrooms
- Fresh Vegetables – Tomatoes, cumber, onions, potatoes, carrots, zucchini/courgette, eggplant/aubergine, broccoli, cauliflower, root veg, garlic.

- Paper Products - aluminum foil, plastic wrap, paper towel, napkins, paper plates, toilet paper, Ziploc bags
- Cleaning - Bleach, degreaser, dish soap, hand soap, laundry soap, sponges, trash/rubbish bags, window cleaner, bathroom and kitchen cleaner)
- Hygiene - soap, toothpaste, bug spray, dental floss, deodorant, skin lotion, cotton buds, razor blades, shampoo, conditioner, sunscreen, tampons, Vaseline
- Office – paper, envelopes, printer ink, pens
- Boat Stuff – Cleaners, distilled water, fuel, cleaning products, spares

Fast Sailing Snacks Suggestions

To make on the go or beforehand

- Veggie sticks with hummus, cucumber yogurt dip, cream cheese or store bought dressing.
- Salsamole with tortilla chips. Salsamole (1/2 jar of salsa, 2 smashed avocados, 2 tablespoons of lime juice, 2 tablespoons of cilantro/coriander and salt).
- Pepperoni stick, cheese cubes and crackers.
- Bruschetta (tomato, garlic, basil, oregano, salt mixture) over old toasted bread.
- Saltines with cream cheese or peanut butter.
- Quesadillas (Use a tortilla wrap topped with any shredded cheese and ham/hotdogs/whatever with another wrap over the top and quickly melt over a frying pan) – cut into triangles and serve plain, with Ketchup or pasta sauce.
- Spread cream cheese (any flavor of your choice) over a tortilla, cover with wafer thin ham and roll up. Cut into 2” or 5cm slices and lay on a plate.
- Pasta and pesto - Boil pasta and mix in a jar of pesto.
- Rolls, sandwich meats and condiments – create a basket before you leave with all the necessary meats, cheeses, condiments, cutlery, napkins and put it in the fridge. When it’s time for a snack bring the basket into the cockpit.
- Bread, extra virgin olive oil, balsamic vinegar and salt (If you omit the vinegar this is great for seasickness sufferers).
- Refrigerator store bought pizza dough pockets – roll the dough out to ¼” or 6mm thick, cut out circles and stuff with anything you like. Fold over, brush edges with beaten egg, and bake for 20 minutes at 400F/200C. Ideas: Broccoli, Bacon, and Cheddar cheese. Ricotta, diced apple and cinnamon sugar. Tomato sauce, pepperoni and mozzarella.
- Fruit sticks – using wooden skewers; add strawberries, pineapple, grapes and whatever else that takes your fancy.

Bonus – Our First Aid Bag Components

Resuscitation equipment

- Pocket face mask with valve and O2 inlet
- Guedel airway set of 6
- Pulse oximeter

Dressing and suturing equipment

- Skin stapler with 35 staples
- Skin stapler remover

Sterile non - absorbable sutures

- Suture non-absorbable Nylon 4.0

Sterile absorbable sutures

- Suture kit
- Suture strips - 75mm x 6mm adhesive - pack of 5
- Sterile gauze swabs 7.5cm x 7.5cm - Pack of 5
- Disposable gloves, non-sterile latex free, vinyl - L
- Crepe bandage 7.5cm x 4m
- Crepe bandage 10cm x 4m
- Single finger bandages
- Sterile adhesive dressings - box of 100

Ambulance dressings

- Triangular sling / bandage
- Single use dressing pack - small
- Reliburn gel dressing 20 x 45cm
- Reliburn small sachets
- Celox granules 15g
- Celox granules 35g
- Epiglue skin adhesive - box of 10

- Non-adherent dressing pads 10 x 10cm pack 100
- Steroplast stretch bandage 4m x 10cm
- 4m x 7.5cm
- 4m x 5cm
- Spray plaster can

Instruments

- Tough cut scissors

Examination and monitoring equipment

- Urinalysis (multistix) - Jar of 25
- Tytan sprague rappaport stethoscopes
- Aneroid sphygmomanometer
- Aneroid sphygmomanometer - pediatric size
- Auroscope

Injection, perfusion, puncture & catheterization

- Catheter drainage bag, non return valve & outlet
- Urinary catheter 14Ch male Foley, pre-filled
- Urinary catheter 12Ch Female only, Foley, pre-filled
- Urinary catheter 26Ch male Foley, pre-filled

Disposable syringes and needles

- 2ml
- 5ml
- 10ml
- Needles - 25g (green)
- Needles - 21g (orange)
- Tisept sachet 25ml - box 25
- Catheterization pack

General medical equipment - immobilization and setting equipment

- Finger
- Forearm
- Orange / blue standard roll
- Inflatable set of 4

Disinfection, disinsectization and prophylaxis

- Latex free sterile surgical disposable gloves - L
- Emergency dental kit
- Naso-pharyngeal airway
- Re-usable penlight torch
- Bags for first aid kit

Medicines

- Adrenaline 1.0mg / 1ml (and / or) Box 10
- EpiPen 0.3mg
- Frusemide injection 10mg in 1ml - box 10
- Cimetidine 400mg tablets - box of 60
- Gaviscon liquid sachets - box 12
- Promethazine hydrochloride injection 25mg in 1ml - box 10
- Loperamide 2mg capsules - box 30
- Paracetamol 500mg tablets - 100 tablets
- Ibuprofen 400mg tablets
- Diclofenac sodium 25mg tablets - pack 20
- Codeine phosphate 30mg tablets
- Diazepam 5mg tablets - box 28
- Cetirizine 10mg tablets
- Hydrocortisone injection 100mg with 2ml water for injection (or)
- Salbutamol inhaler 100mcg / metered dose (200 doses)
- Beclomethasone inhaler 100mcg - box 10
- Benzylpenicillin sodium 600mg

- Water for injection 2ml
- Amoxicillin - bottle of 28
- Water for injection 5ml - box 10
- Erythromycin 250mg tablets - 28 tablets
- Trimethoprim 200mg tablets - 14
- Dioralyte oral re-hydration sachets - 20
- Antiseptic skin wipes (chlorohexidine + Cetrimide) - pack
- Hydrocortisone 1% 15g tube
- Miconazole nitrate 2% topical cream 30g
- Clotrimazole pessary 500mg
- Sudocrem 100ml
- Chloramphenicol 1% 4g - ointment in tube
- Reliwash eyewash - steripods - box 25
- Antibiotic ear drops containing: - Neomycin 3400 units, polymixin B sulphate 10,000 units & hydrocortisone 50mg in 5ml dropper bottle
- Chlorohexidine gluconate 0.2% mouthwash 250ml - bottle
- Lignocaine hydrochloride 1% for injection - ampoule - box 10
- Local anaesthetic gel (Instillagel) - box 10 tubes
- Bonjela 30g
- Oil of cloves 10ml
- Aspirin tablets standard dose - box 32

Bonus - Sending A Broadcast To Request Medical Advice

- Have as much information about the casualty or sufferer as possible (Medical history, particulars of the illness or injury and any observation records).
- Fill out the below template making sure to write the phonetic alphabet for the Call Sign (A=Alpha, B=Beta, etc.), longitude and latitude written out digit by digit (ex. In position four-nine-degrees, three-eight decimal four-five north).
- From the VHF menu, select 'Type of Call,' select 'Area,' which will send to all stations and then select 'Category' and finally '**Urgency**' and hit send/transmit. If you have difficulties selecting the type of call, just make sure the VHF is on channel 16.
- Wait 15 seconds, make sure you're on channel 16 and then start reading the following:

"PAN PAN, PAN PAN, PAN PAN"

"All Ships, All Ships, All Ships (OR Name of local Coastguard/vessel 3x)"

"This is (your boat name 3x): _____ "

"MMSI: _____ "

"My position is (Longitude): _____ "

"(Latitude): _____ "

"(Add a short description of the situation): _____ "

_____ "

_____ "

_____ "

"I require medical advice."

"Over" (Repeat every 4 minutes until contact is made)

About Me (Kim Brown)

There are many stories I could tell you about who I am. So far, I think the best way to give you a background is to tell you about how I said, 'screw it' to my life and traded it in for a new one.

Have you ever had a situation when things get so bad that you just can't handle them anymore? You've toyed with making a change for years, but never did anything and then one day you feel as if you're going to burst if something doesn't change?

Well, I'd been living like that for years. And ironically, I made massive changes to my life, yet they were not enough. Let me give you a very quick update on where I was and how I'm finally said screw-it. You'll eventually discover how my decision to sell all my possessions, buy a 56' Oyster sailboat and take my hubby and daughter on a sailing trip of a lifetime transpired.

First I quit my job

In 2011, at the age of 37, I quit my job because I was frustrated, exhausted, bored, unchallenged and seriously lacking fulfillment. Furthermore, my health was declining – mentally and physically. Quitting my job was a bit difficult, as I owned 50% of the company I worked for, but that's another story.

Needless to say, I quit my job and decided to find out how to live a more enjoyable journey. Up until then I had controlled, forced, cajoled, and pushed my way through life. If I wanted something I'd go get it regardless to whether the journey or the final destination was enjoyable.

If the journey isn't good then the destination won't be rewarding either

Thankfully I woke up and realized that if the journey isn't good then the destination won't be rewarding either. This whole idea of working hard until your 65 and then you can relax is a total joke. Everyone I've met that worked hard either dies once they retire or loses their sense of purpose and falls into deep depression. And then they wonder why they spent years being miserable!

Not for me. No way. I took a jump off the end of the rat race pier. Are you wondering what happened once I did?

I quit the rat race and then found true happiness – errrrr, not really!

Well, I'd love to say that my life became fun, enjoyable and full of great experiences but it didn't. Just because you change the scenery YOU don't change. I thought that if I removed the thing that made me so miserable, my job, that I'd instantly be happy. Not the case.

It took a while, but I eventually realized that I had to change me. I had to change what I thought about me, my life, the world and my relationship with me, my life and the world. What a growth spurt. It was an emotional journey that led to some low lows and some high highs. That's another story too.

I want fulfillment with my life!

After quite some time, I eventually leveled out a bit. I understood more about who I was, what I wanted and how I wanted to go forward through the rest of my life. My main objective was to enjoy the journey – to increase my overall fulfillment of life.

Thankfully, I made quite a bit of progress but it seemed like the more I learn about me, the more I realize that I wasn't in the right place doing the right things.

Doing the right things for the wrong reasons?

I started my company in 2004 because I wanted to get rich and I also wanted to be a writer. Rather than write a book or take up journalism I instead started my own company. I was told throughout school that I was a good writer but had no clue about grammar or spelling. I mistakenly thought that I could never be a writer. Starting my own company would allow me to write because I'd be the one who approved everything. Funny way of thinking – isn't it?

So I end up starting a finance company. Did I mention that I'm not good at math either and as far as finance is concerned I'm really not interested in it (other than having lots of money). So – I go way out of my way to have the ability to write. After 8 years, I find myself burned out and miserable.

On the positive side, the company enabled me to write everything – the website, promotional materials, guides and I even published quite a few books! That led to me writing for many popular magazines. By the time I left I'd been published in over 50 publications including the NY Times, Times and loads of magazines.

By now, I figured it all out – errrr, not really!

So you'd think that I'd quite my job and then become a writer – yes? No. I'm not a writer. I can't really write that well...but I do love writing! So once I left my job I started a couple blogs (for fun) and then offered management consultancy and started a couple more companies. I bombed at the consultancy – couldn't handle it. It was too much like working at my company. As for the companies I started, they were and still are interesting but there's no real challenge. I realized that just because you're good at something doesn't mean that you need to do it for the rest of your life.

Between quitting my job and leaving land for the high seas, I bumbled around doing this and that. For the most part, I worked on getting myself into a better place. I learned a lot about me. And I learned to like who I am. Previously I wouldn't even look in the mirror at myself – I was too ugly and unworthy.

Here comes the screw it part (almost)!

So, as the title suggests, I've finally said screw it. The pain became too much for me to handle. I lived a life I thought I was suppose to live based on my past conditioning. I then reduced myself to ashes and decided to build myself up again.

What about sailing? Where's that fit in?

Just a little bit more background. For fun, I love to sail. I'm not the best sailor in the world and I do get seasick. However, for the past 15 years I've going on a sailing holiday most years and every time we've had to return home I've cried. In 2011 we purchased a Moody 346 yacht and I loved to be on that rather than doing anything else.

Stating that, sailing is fun – it's a hobby. My dream had been to sail around the world but it was only a dream. It's what I would tell people when they asked me what I'd do if I won the lottery. It's not something I'd actually ever do – now was it?

SCREW IT, SCREW IT, SCREW IT!!!

So this is where the screw it comes in. For all my life I wanted to be a writer and for a huge chunk of my life, I've enjoyed sailing. I was not attached to my house (or the things in it), I think the amount of commercialism in the world is distracting us from what's most important, I wanted to spend more time with my family, enjoy nature, and I was craving homemade food from local sources.

So...logically, what could I do?

Hubby and I sold everything we had, purchased the biggest yacht we could afford and set sail with our, at the time, three-year-old daughter. And although I'm not a writer, I've decided that I'm going to make a life by writing and sailing. So I've been writing about my adventures, my doubts, my fears, my successes, my learning lessons and practical tips for those that want to say 'screw-it' too.

My grammar might be terrible and I can't spell my way out of a paper bag but I've discovered most (not all) people are okay with that. So – aside from writing this book and my other book: "VHF Radio Checklists and Templates for Sailors Reducing mistakes and making it easier when speaking over the VHF radio," I write weekly on my www.SailingBritican.com website.

My new life is now about focusing on creating a new life around meaningful connection, creative expression, freedom to be authentic, adventure and FUN. Rather than put money and society norms first, I've decided to unleash the real Kim and climb a ladder truer to who I am. My ambition is to demonstrate to others that it's possible to do what you love and earn a living.

Amen!

Other Titles By Kim Brown

"VHF Radio Checklists and Templates for Sailors Reducing mistakes and making it easier when speaking over the VHF radio"

After my husband and I decided to sell everything we own, buy a sailboat and sail around the world, I had to conquer my VHF fears. I had to overcome my anxiety of

pronouncing something wrong, saying 'over' when I should have said 'out' and on a more important note; I had to learn how to use the VHF in the case of an emergency.

I created VHF Radio Checklists and Templates for Sailors to help people like me to get familiar with what to say, how to say it and what to do if an emergency does occur. Filled with templates and checklists this guide will surely reduce VHF mistakes, reduce user anxiety and make speaking over the radio easier.

