



Pre-Season Safety Documentation Checklist

Use 2-4 weeks before the first owner trip, charter, yard departure or major passage. Focus first on high-risk operations and anything affected by crew change, refit work or new equipment.

30m-45m yachts

Captain / Mate / Manager

One-page pre-season review

Core Manuals & Ownership

- Current STM/manual version identified.
- Document owner named for updates.
- Latest crew list and emergency roles checked.
- Revision date visible on crew-facing pages.

Drills, Training & Records

- Drill schedule agreed for the season.
- Drill record captures attendance, learning and actions.
- Open actions have owners and due dates.
- New crew can find the training file quickly.

Emergency Response Pages

- Fire, MOB, abandon ship and medical pages checked.
- Muster list, roles and call tree current.
- Equipment locations match the yacht layout.
- Contacts, shore support and VHF channels confirmed.

Crew Familiarisation

- New crew familiarisation page updated.
- Safety equipment walk-through recorded.
- Department handovers include safety-critical routines.
- Crew know where emergency quick references live.

SOPs & Operational Checklists

- Bunkering, tender, anchoring and docking SOPs reviewed.
- Water toys, towing, night ops and guest movement controls checked.
- Critical steps fit on usable crew-facing pages.
- Old duplicate versions removed from shared drives.

Guest Safety Briefing

- Guest briefing card/page updated for itinerary.
- Lifejacket, muster and tender transfer points clear.
- Medical, mobility and child-safety needs captured discreetly.
- Tone is clear without making guests anxious.

Priority actions before season 1. _____ 2. _____ 3. _____

Owner: _____ Review date: _____ Next review: _____