

Daily Sailing Crew - Duty Log

DAILY CREW DUTIES	DAY	1	2	3	4	5	6	7
*** after task completion, enter your initials or readings in each box as appropriate ***								
SKIPPER	NAME							
Brief Navigator on destination & desired ETA								
Retrieve Crew reports (Nav, Mech, Deck, House)								
Finalize route plan and brief crew								
p.m. Re-check anchor/mooring/docklines								
p.m. Re-check battery, water, fuel, solenoid								
NAVIGATOR	NAME							
Weather Check on VHF								
Retrieve destination & ETA from Skipper								
Plot course, fixes, DRs, danger bearings								
Check currents and tide schedule for daily route								
Check route for hazards & adverse currents								
Turn Instruments ON (a.m.) - OFF (p.m.)	ON OFF	ON OFF	ON OFF	ON OFF	ON OFF	ON OFF	ON OFF	ON OFF
Turn on VHF to CH16 / monitor underway								
p.m. Navigation lights OFF / Anchor light ON								
p.m. Weather Check on VHF before bed								
MECHANICAL / ELECTRICAL	NAME							
Check House/Start battery voltage levels (a.m.)								
Check for fluids/debris in engine compartment								
Check oil & coolant levels								
Check belt tension								
Check sea strainer for debris								
Check bilge & pump out (if needed)								
p.m. Record engine hours								
p.m. Check fuel level guage								
p.m. Check bilge & pump out (if needed)								
p.m. Check House/Start battery voltage levels								
p.m. Check Start battery breaker is OFF								
OTHER (TBD)	NAME							
TURN OVER FOR PAGE 2								

*** Cooking and clean-up responsibilities are shared among all aboard ***

[illegible]