



Pre-Charter Operations Checklist

Complete at least 48 h before embarkation · Flag any item that cannot be confirmed

Vessel

Captain

Charter date

Completed

1. Preference Sheet & Guest Briefing

- Preference sheet received and read in full — dietary needs, activities, tone, occasions
- Ambiguous items clarified with broker before provisioning begins
- Cabin allocation confirmed and communicated to crew
- Arrival time, transfer logistics, and port-side arrangements confirmed
- Special requests actioned: flowers, cake, specific bottles, décor

2. Provisioning

- Full provisioning list built directly from preference sheet
- Expensive items (wines, spirits, premium produce) — quantities confirmed before ordering
- Provisions sourced at departure port — avoid en-route premium pricing
- Duty-free channels used for fuel and alcohol where permitted
- All receipts collected and filed individually (APA reconciliation requires originals)
- Chef and stewardess provisioning briefing complete

3. Vessel Systems — test under load, not at rest

- Navigation: chartplotter, AIS, radar, VHF, GPS — all operational
- Safety: life rafts (seal/date), EPIRBs (battery/reg. date), flares (expiry)
- Fire extinguishers: pressure correct, locations known by all crew
- Engine(s): oil, coolant, belts, bilge — run and check at dock
- Generator: test under full AC + appliance load
- Water maker: run to full output, check filters
- Air conditioning: tested in every cabin
- Tender + outboard: serviced, fuelled, kill cord present
- Water toys: inflated, complete, all accessories present
- Guest entertainment and Wi-Fi: tested on guest devices
- Heads and showers: functional in all cabins
- Any defect: escalate to owner/management immediately — not after embarkation

4. Paperwork & Compliance

- MYBA E-Contract serial number verified — scyllastar.com/how-to/myba-e-contract
- Latest contract version confirmed (check -01 / -02 suffix)
- Cruising permits in place for full planned itinerary

- Crew certificates current for all on board
- APA amount confirmed received and logged before guests arrive
- Port clearance paperwork prepared for first port of call

5. Crew Briefing

- Dedicated pre-charter briefing held — separate from daily routine
- Guest profile and preference sheet walked through with full crew
- Service tone agreed: formal / relaxed / follow guest lead
- APA spend authority defined: who can approve what without captain sign-off
- Emergency procedures reviewed: MOB, fire, medical, abandonment
- Uniform and presentation standards confirmed