**Annual Paddlecraft Inspection Checklist**

Oregon State University – Small Boat Program (sources: USCG, OSMB, SBSA, USDOI, Boat-Ed, ACA)

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Personnel Information:** | | | | **Vessel Information:** | | | |
| Owner/Operator Name: | | | | Year/Make/Model: | | | |
| Location of Inspection: | | | | Length/Beam: | | | |
|  | Yes | No | N/A | Watercraft Type: | | | |
| Operator OSU boating authorization: |  |  |  | Area of Operations: River, Lake, Estuary, Coastal | | | |
| Call Sign / Name: |  |  |  |  | | | |
| OSU Vessel Info Form on file: |  |  |  |  | | | |
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| **Vessel Safety Check:** |  |  |  |  |  |  |  |
|  | Yes | No | N/A |  | Yes | No | N/A |
| 1. Personal flotation devices (PFD) |  |  |  | 18. Communication device |  |  |  |
| 2. Sound Device (whistle or air horn) |  |  |  | 19. Dewatering device |  |  |  |
| 3. Visual distress signals (VDS) -if on federal waters after dark |  |  |  | 20. Anchor and line for area |  |  |  |
| 4. Waterways Access Permit (if >10’) |  |  |  | 21. First aid kit |  |  |  |
| 5. Navigation lights (if out at night) |  |  |  |  |  |  |  |
| 6. State and local requirements |  |  |  | **23. DISCUSSION ITEMS:** |  |  |  |
| 7. **In water check**: Free of leaks |  |  |  | a. Float plan use / collection |  |  |  |
| 1. Hull |  |  |  | b. Accident reporting |  |  |  |
| 1. Through fittings |  |  |  | c. Offshore operations |  |  |  |
| 1. Gaskets |  |  |  | d. Navigation aids/charts/GPS |  |  |  |
| 1. Hatch covers |  |  |  | e. Survival Equipment |  |  |  |
| 12. **Out of water check:** Free of |  |  |  | f. Weather, flow, hazards check |  |  |  |
| 1. Oxidation (aluminum) - sand |  |  |  | g. Planned science gear and tasks |  |  |  |
| 1. Rock wear / weak spots |  |  |  | h. Tools, spares |  |  |  |
| 1. Dry rot / wet rot (wood) |  |  |  | i. Local Knowledge |  |  |  |
| 1. Clean Hull |  |  |  | j. Logbook |  |  |  |
| 1. Patch cracks or holes |  |  |  |  |  |  |  |
| 1. UV inhibitor (if recommended) |  |  |  |  |  |  |  |
| 8. Tighten screws |  |  |  |  |  |  |  |
| 9. Lines in good condition |  |  |  |  |  |  |  |
| 10. Grab handles |  |  |  |  |  |  |  |
| 11. Floatation bags hold air (kayaks) |  |  |  |  |  |  |  |
| 12. **Paddle check:** Free of |  |  |  |  |  |  |  |
| 1. Breaks / dents |  |  |  |  |  |  |  |
| 1. Weak points |  |  |  |  |  |  |  |
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| **Boat Trailer:** | | | | |  |  |  |
|  | | | | | Yes | No | N/A |
| 24. Registered with DMV if combined weight >1,800lbs? | | | | |  |  |  |
| 25. Hitch correct size and non-binding? | | | | |  |  |  |
| 26. Safety Chains and hooks adequate for weight? | | | | |  |  |  |
| 27. Safety chains adequate length to cradle tongue? | | | | |  |  |  |
| 28. Are all lights operational? | | | | |  |  |  |
| 29. Are tires in good condition (adequate tread, free of dry rot, inflation, date codes) | | | | |  |  |  |
| 30. Wheel bearings lubricated and proper torque on wheel nut? | | | | |  |  |  |
| 31. Bearing caps properly installed and functional? | | | | |  |  |  |
| 32. Bearing seals watertight? | | | | |  |  |  |
| 33. Are brakes working properly? | | | | |  |  |  |
| 34. Master cylinder checked for proper fluid level, any leaks in lines? | | | | |  |  |  |
| 35. Trailer tongue weight proper for boat? | | | | |  |  |  |
| 36. Rollers and/or bunks in good condition? | | | | |  |  |  |
| 37. Is the boat secured at the bow and stern? | | | | |  |  |  |
| 38. Proper suspension system for boat and load? | | | | |  |  |  |
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| **Tow Vehicle:** | | | | |  |  |  |
|  | | | | | Yes | No | N/A |
| 40. Adequate weight and power to tow load? | | | | |  |  |  |
| 41. Is the hitch properly rated for weight of boat? | | | | |  |  |  |
| 42. Is the hitch properly secured to the frame (not bumper)? | | | | |  |  |  |
| 43. Is the remote breaking mechanism properly adjusted? | | | | |  |  |  |
| 44. Does tow vehicle have adequate mirrors for size of load? | | | | |  |  |  |
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| **Notes:** |  |  |  |  |  |  |  |
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| Printed Name of Examiner: | | | | | | | |
| Date of Exam: | | | | | | | |
| Phone Number: | | | | | | | |