



ONBOARD CLUB

ANNUAL BOAT OWNER CHECKLIST

*75 checks to protect safety, budget
and the value of your vessel*



DOCUMENTS • MAINTENANCE • SAFETY • COSTS • VALUE

FREE EDITION

BEFORE YOU START

A boat should not be managed only when a fault appears. It is protected through regular checks, organised information, visible due dates and decisions made before an anomaly becomes downtime or an urgent expense.

This checklist has been designed to help the owner build one complete view of the vessel: technical, documentary, financial and managerial.

THE ONBOARD CLUB APPROACH
Control means knowing what is compliant, what requires verification, which intervention has priority, who is responsible and how the budget will be affected. The checklist does not replace a survey, technical inspection or legally required verification.

The document is suitable for owners of recreational boats and yachts. Some checks may not apply to your vessel: mark them N/A and focus on equipment actually installed on board.

Requirements change according to vessel type, flag, navigation area and distance, private or commercial use, and system characteristics. Always confirm requirements and due dates with the competent authority, your insurer and qualified professionals.

OK Compliant / completed	V To verify or schedule	C Critical: priority action	N/A Not applicable
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PROJECT CREDIBILITY
The method integrates the operational experience of a marine surveyor with approximately 30 years in the field and professional expertise in Business Intelligence, management control and process organisation.

HOW TO USE THE CHECKLIST

- Complete the vessel profile first: it makes every subsequent check easier to interpret.
- Carry out an initial documentary review and visual inspection, without unsafe dismantling or manoeuvres.
- Assign a status to every item: OK, V, C or N/A.
- Transfer every anomaly to the Defect Register, stating priority, responsible person and due date.
- Update the Annual Schedule and include expected costs in the vessel budget.
- Repeat the complete review at least once a year and after purchase, long inactivity, an incident or refit.

PRUDENCE RULE
Do not carry out tests, manoeuvres or work involving fuel, LPG, electrical systems, seacocks, firefighting equipment or safety systems without adequate competence. If in doubt, stop and involve a qualified technician.

VESSEL PROFILE

VESSEL NAME	HOME PORT / STORAGE LOCATION
TYPE / MODEL	BUILDER AND YEAR
LENGTH / BEAM	FLAG / REGISTRATION NUMBER
ENGINE / SERIAL NUMBER	ENGINE HOURS
PRIMARY USE	USUAL NAVIGATION DISTANCE
INSURER / POLICY	PRIMARY TECHNICAL CONTACT

ANNUAL SCHEDULE

Record known due dates here. Final dates should then be transferred to your operational calendar or vessel management system.

MONTH	DOCUMENTS / SAFETY	MAINTENANCE / WORKS	BUDGET / PAYMENTS
JAN			
FEB			
MAR			
APR			
MAY			
JUN			
JUL			
AUG			
SEP			
OCT			
NOV			
DEC			

DO NOT FOCUS ON THE DATE ALONE

For each due date, also record the lead time needed for quotations, ordering parts, supplier availability, haul-out or technical downtime. Planning starts before the due date, not on the day it expires.

01 DOCUMENTS AND DUE DATES

Check that documents are valid, consistent and easy to retrieve. Actual obligations depend on the vessel's classification and use.

OK Compliant / completed		V To verify or schedule	C Critical: priority action	N/A Not applicable
No.	OPERATIONAL CHECK	STATUS		DUE DATE / NOTES
1	The bill of sale, leasing agreement or other document establishing lawful possession is filed and up to date.	☐ OK ☐ V ☐ C ☐ N/A		
2	The registration document, navigation licence or equivalent certificate, where required, is present and legible.	☐ OK ☐ V ☐ C ☐ N/A		
3	The safety certificate or other applicable certification is valid and the next inspection has been scheduled.	☐ OK ☐ V ☐ C ☐ N/A		
4	Technical documentation, CE Declaration of Conformity, owner's manual and identification data are available.	☐ OK ☐ V ☐ C ☐ N/A		
5	The skipper's licence and any endorsements required for command, engine power or operating distance are valid.	☐ OK ☐ V ☐ C ☐ N/A		
6	The ship radio licence and operator's certificate are available where required.	☐ OK ☐ V ☐ C ☐ N/A		
7	Engine documents, declaration of power, serial numbers, manuals and service history are consistent.	☐ OK ☐ V ☐ C ☐ N/A		
8	An emergency digital archive contains copies of key documents and contacts for authorities, insurer and assistance.	☐ OK ☐ V ☐ C ☐ N/A		

REGULATORY CHECK

The checklist identifies areas for review but does not determine which documents or safety equipment are legally required for your specific vessel. Always consult official sources and the competent maritime authority.

02 INSURANCE AND COMPLIANCE

Confirm that cover reflects the vessel's actual use and that all information supplied to the insurer is current.

OK Compliant / completed		V To verify or schedule	C Critical: priority action	N/A Not applicable
No.	OPERATIONAL CHECK	STATUS		DUE DATE / NOTES
9	The third-party liability policy is valid; proof of payment and policy limits have been checked.	☐ OK ☐ V ☐ C ☐ N/A		
10	Additional cover for hull damage, weather events, assistance, salvage or wreck removal is included or has been consciously assessed.	☐ OK ☐ V ☐ C ☐ N/A		
11	Details for the owner, authorised users, engine, insured value, home port and navigation area are correct.	☐ OK ☐ V ☐ C ☐ N/A		
12	Exclusions, deductibles, custody duties, haul-out requirements, maintenance obligations and claim procedures have been read and filed.	☐ OK ☐ V ☐ C ☐ N/A		
13	The berth or storage contract, operator responsibilities and included services are clearly understood.	☐ OK ☐ V ☐ C ☐ N/A		
14	Certificates, inspections, registrations and due dates connected to systems or equipment are consolidated in one schedule.	☐ OK ☐ V ☐ C ☐ N/A		

REGULATORY CHECK

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03 HULL, UNDERWATER BODY AND DECK

A visual review helps identify signs requiring further investigation. It does not replace haul-out, instrument testing or a surveyor's assessment.

OK Compliant / completed		V To verify or schedule	C Critical: priority action	N/A Not applicable
No.	OPERATIONAL CHECK	STATUS		DUE DATE / NOTES
15	The underwater body and topsides show no impact damage, cracks, deformation, delamination, blistering or suspicious repairs.	☐ OK ☐ V ☐ C ☐ N/A		
16	Antifouling and protective coating systems are in a condition consistent with the season, use and hull material.	☐ OK ☐ V ☐ C ☐ N/A		
17	Keel, rudder, trim tabs, centreboards, thrusters and other appendages show no abnormal play or visible damage.	☐ OK ☐ V ☐ C ☐ N/A		
18	Sacrificial anodes are present, compatible and not excessively depleted.	☐ OK ☐ V ☐ C ☐ N/A		
19	Through-hull fittings and external discharges show no corrosion, impact damage, blockage or deteriorated sealing.	☐ OK ☐ V ☐ C ☐ N/A		
20	Deck, cockpit, walkways and non-slip surfaces show no movement, water ingress or hazardous areas.	☐ OK ☐ V ☐ C ☐ N/A		
21	Portlights, windows, hatches and doors close correctly and show no evidence of leakage.	☐ OK ☐ V ☐ C ☐ N/A		
22	Pulpits, grab rails, guardrails, stanchions and supports are secure and free from abnormal movement.	☐ OK ☐ V ☐ C ☐ N/A		
23	Joints, sealants, deck hardware, vents and fastenings are intact and monitored.	☐ OK ☐ V ☐ C ☐ N/A		

04 ENGINE AND PROPULSION

Record hours, service intervals and anomalies. Maintenance must follow the manufacturer's requirements and the vessel's real operating profile.

OK Compliant / completed		V To verify or schedule	C Critical: priority action	N/A Not applicable
No.	OPERATIONAL CHECK	STATUS		DUE DATE / NOTES
24	The level, condition and replacement date of engine oil and filters have been checked.	☐ OK ☐ V ☐ C ☐ N/A		
25	Fuel tanks, lines, fittings, filters and water separators show no leakage or contamination.	☐ OK ☐ V ☐ C ☐ N/A		
26	The cooling circuit, impeller, water intakes, strainers and heat exchangers are inspected and maintained.	☐ OK ☐ V ☐ C ☐ N/A		
27	Belts, hoses, clamps, engine mounts and rubber components show no abnormal wear or tension.	☐ OK ☐ V ☐ C ☐ N/A		
28	Exhaust components, anti-siphon loops, elbows, silencers and hoses show no corrosion, leakage or overheating.	☐ OK ☐ V ☐ C ☐ N/A		
29	The starter battery, terminals, wiring and charging system provide reliable engine starting.	☐ OK ☐ V ☐ C ☐ N/A		
30	Gearbox, sterndrive, transmission or saildrive is maintained to schedule and shows no leakage.	☐ OK ☐ V ☐ C ☐ N/A		
31	Propeller, shaft, couplings, cutless bearing, shaft seal and propulsion components show no impact damage, vibration or play.	☐ OK ☐ V ☐ C ☐ N/A		
32	Engine hours, alarms, temperatures, pressures and unusual consumption are recorded and compared over time.	☐ OK ☐ V ☐ C ☐ N/A		
33	A competent person has assessed cold starting, running condition, noise, smoke, leaks and vibration.	☐ OK ☐ V ☐ C ☐ N/A		

05 ELECTRICAL SYSTEMS AND ELECTRONICS

On-board electrical systems require order, protection and monitoring. Overheating and improvised connections are critical warning signs.

OK Compliant / completed		V To verify or schedule	C Critical: priority action	N/A Not applicable
No.	OPERATIONAL CHECK	STATUS		DUE DATE / NOTES
34	Domestic battery banks are secured, ventilated, identified and capacity-tested when necessary.	☐ OK ☐ V ☐ C ☐ N/A		
35	Battery chargers, alternators, inverters, generators and renewable sources operate without alarms or overheating.	☐ OK ☐ V ☐ C ☐ N/A		
36	The shore-power cable, plug, inlet, protection and insulation are intact and suitable for the connected load.	☐ OK ☐ V ☐ C ☐ N/A		
37	Switchboards, breakers, fuses, residual-current devices and circuit protection are labelled and accessible.	☐ OK ☐ V ☐ C ☐ N/A		
38	Cables, terminals, joints and cable routes show no corrosion, abrasion or unprotected connections.	☐ OK ☐ V ☐ C ☐ N/A		
39	Navigation lights and external lighting operate correctly and remain unobstructed.	☐ OK ☐ V ☐ C ☐ N/A		
40	VHF, GPS, depth sounder, AIS and essential instruments are updated, powered and function-tested.	☐ OK ☐ V ☐ C ☐ N/A		
41	Sensors, alarms, autopilot, electric pumps and emergency devices have suitable spares or alternative procedures.	☐ OK ☐ V ☐ C ☐ N/A		

06 SEACOCKS, BILGES AND SYSTEMS

Water ingress routes and service systems deserve preventive attention: small leaks can become serious failures.

OK Compliant / completed		V To verify or schedule	C Critical: priority action	N/A Not applicable
No.	OPERATIONAL CHECK	STATUS		DUE DATE / NOTES
42	Seacocks and through-hull valves are accessible, identifiable, operable and free from corrosion or leaks.	☐ OK ☐ V ☐ C ☐ N/A		
43	Hoses below the waterline and their clamps are suitable, intact and correctly secured.	☐ OK ☐ V ☐ C ☐ N/A		
44	Bilges are clean, dry or any liquid is explained; there is no fuel, oil or water of unknown origin.	☐ OK ☐ V ☐ C ☐ N/A		
45	Automatic and manual bilge pumps, float switches, alarms and discharge lines have been tested.	☐ OK ☐ V ☐ C ☐ N/A		
46	Fresh-water tanks, pumps, pressure system, water heater and pipework show no leaks or contamination.	☐ OK ☐ V ☐ C ☐ N/A		
47	Black- and grey-water systems, tanks, vents, valves and discharge arrangements are correctly maintained.	☐ OK ☐ V ☐ C ☐ N/A		
48	The LPG system, cylinders, regulator, hoses, valves, ventilation and detectors are checked by a competent technician.	☐ OK ☐ V ☐ C ☐ N/A		
49	Engine room, generator space, air-conditioning and auxiliary systems are ventilated, clean and free from unnecessary flammable materials.	☐ OK ☐ V ☐ C ☐ N/A		

07 SAFETY AND EMERGENCY

Equipment, quantities, expiry dates and legal requirements depend on the voyage. Always verify the regulations that apply.

OK Compliant / completed		V To verify or schedule	C Critical: priority action	N/A Not applicable
No.	OPERATIONAL CHECK	STATUS		DUE DATE / NOTES
50	Lifejackets are available in suitable numbers, accessible, undamaged and appropriate for each user's weight and size.	☐ OK ☐ V ☐ C ☐ N/A		
51	The liferaft, where required, is correctly installed and within its service period.	☐ OK ☐ V ☐ C ☐ N/A		
52	Fire extinguishers and fixed fire systems are present, accessible, suitable for the hazard and within maintenance dates.	☐ OK ☐ V ☐ C ☐ N/A		
53	Distress signals, flares or equivalent devices are intact and in date.	☐ OK ☐ V ☐ C ☐ N/A		
54	The first-aid kit is complete, protected and contains no expired materials.	☐ OK ☐ V ☐ C ☐ N/A		
55	Lifebuoy, line, light, man-overboard system and recovery equipment are ready for use.	☐ OK ☐ V ☐ C ☐ N/A		
56	EPIRB, PLB, AIS MOB or other locating devices are registered, tested and fitted with valid batteries, where carried.	☐ OK ☐ V ☐ C ☐ N/A		
57	A torch, emergency lighting, knife, tools, softwood plugs and containment materials are available.	☐ OK ☐ V ☐ C ☐ N/A		
58	People on board know the emergency plan, MAYDAY procedure, seacock locations and how to use fire extinguishers.	☐ OK ☐ V ☐ C ☐ N/A		
59	Before departure, weather, route, fuel, range, crew, communications and an alternative plan are checked.	☐ OK ☐ V ☐ C ☐ N/A		

REGULATORY CHECK

The checklist identifies areas for review but does not determine which documents or safety equipment are legally required for your specific vessel. Always consult official sources and the competent maritime authority.

08 MOORING AND DECK EQUIPMENT

External equipment must be correctly sized, accessible and ready to operate under load.

OK Compliant / completed		V To verify or schedule	C Critical: priority action	N/A Not applicable
No.	OPERATIONAL CHECK	STATUS		DUE DATE / NOTES
60	Anchor, chain, rope, shackles, bow roller, windlass and controls are correctly sized, secured and operational.	☐ OK ☐ V ☐ C ☐ N/A		
61	Mooring lines, springs, fenders and chafe protection are suitable and free from critical damage.	☐ OK ☐ V ☐ C ☐ N/A		
62	Winches, blocks, stoppers, tracks and deck-handling equipment are clean, lubricated and free from abnormal play.	☐ OK ☐ V ☐ C ☐ N/A		
63	Mast, rigging, sails and sailing equipment, where fitted, are included in a specialist inspection programme.	☐ OK ☐ V ☐ C ☐ N/A		
64	Tender, outboard engine, davits, lifting systems and associated fuel are secured and maintained.	☐ OK ☐ V ☐ C ☐ N/A		
65	Bathing ladder, passerelle, access points and recovery devices are safe and usable in an emergency.	☐ OK ☐ V ☐ C ☐ N/A		

09 MAINTENANCE, SUPPLIERS AND WORKS

Work is not under control until scope, cost, timing, responsibilities, outcome and documentation are clear.

OK Compliant / completed		V To verify or schedule	C Critical: priority action	N/A Not applicable
No.	OPERATIONAL CHECK	STATUS		DUE DATE / NOTES
66	A preventive annual maintenance plan records tasks, intervals, engine hours and the next due date.	☐ OK ☐ V ☐ C ☐ N/A		
67	Completed maintenance is documented with date, supplier, parts, photographs and invoices.	☐ OK ☐ V ☐ C ☐ N/A		
68	A supplier register records expertise, contacts, authorisations, reliability and intervention history.	☐ OK ☐ V ☐ C ☐ N/A		
69	For significant work, there is a comparable quotation, written order, scope, exclusions, timing and acceptance criteria.	☐ OK ☐ V ☐ C ☐ N/A		
70	Defects and recommendations are held in one register with priority, owner, budget, due date and outcome.	☐ OK ☐ V ☐ C ☐ N/A		

10 COSTS, BUDGET AND VALUE

Financial control protects liquidity and decision-making. Expenditure should be classified and compared with a plan.

OK Compliant / completed		V To verify or schedule	C Critical: priority action	N/A Not applicable
No.	OPERATIONAL CHECK	STATUS		DUE DATE / NOTES
71	The annual budget is updated and divided into berth, insurance, maintenance, fuel, equipment, documentation and exceptional work.	☐ OK ☐ V ☐ C ☐ N/A		
72	Actual expenditure and committed costs are compared with the budget every month.	☐ OK ☐ V ☐ C ☐ N/A		
73	Payment due dates and months with the highest cash requirement are visible in advance.	☐ OK ☐ V ☐ C ☐ N/A		
74	A contingency reserve for unexpected and exceptional work is kept separate from the routine budget.	☐ OK ☐ V ☐ C ☐ N/A		
75	Invoices, photographs, maintenance history, upgrades and documents supporting the care and value of the vessel are archived.	☐ OK ☐ V ☐ C ☐ N/A		

DEFECT AND ACTION REGISTER

Transfer every item marked V or C into this table. Do not leave an anomaly only in the checklist: convert it into an assigned, traceable action.

PRIORITY	TIMEFRAME	WHEN TO USE IT	EXAMPLE
P1	IMMEDIATE	Risk to people, fire, flooding or loss of control.	Fuel leak; seized seacock; expired fire extinguisher.
P2	WITHIN 30 DAYS	Non-compliance, reduced reliability or possible vessel downtime.	Weak battery; expiring document; ineffective bilge pump.
P3	WITHIN 90 DAYS	Preventive maintenance or work requiring supplier planning.	Service; sealants; anodes; equipment inspection.
P4	SCHEDULED	Upgrade, comfort, aesthetics or non-urgent work.	Electronics upgrade; upholstery; cosmetic refit.

ID	AREA	DEFECT / ANOMALY	PRI.	OWNER	DUE	OUTCOME / COST
01						
02						
03						
04						
05						
06						
07						
08						
09						
10						

Need more space? Continue the register on an attached sheet, or move to the Professional Vessel Management System, which centralises anomalies, costs and due dates in one dashboard.

CLOSING A DEFECT
An action is closed only when the work has been verified, documentation filed and any cost recorded. An invoice alone does not prove that the work was correctly completed.

BOAT MANAGEMENT EXPOSURE SCORE

This indicator is a management self-assessment. It does not measure seaworthiness and does not replace the judgement of a technician, surveyor or competent authority.

HOW TO CALCULATE IT
Assign 0 points to each OK item, 1 point to each V item and 3 points to each C item. Exclude N/A items. Formula: points obtained ÷ (number of applicable items × 3) × 100.

No.	AREA	OK	V	C	POINTS
1	Documents and Due Dates (8 checks)				
2	Insurance and Compliance (6 checks)				
3	Hull, Underwater Body and Deck (9 checks)				
4	Engine and Propulsion (10 checks)				
5	Electrical Systems and Electronics (8 checks)				
6	Seacocks, Bilges and Systems (8 checks)				
7	Safety and Emergency (10 checks)				
8	Mooring and Deck Equipment (6 checks)				
9	Maintenance, Suppliers and Works (5 checks)				
10	Costs, Budget and Value (5 checks)				
	TOTAL				

READING THE RESULT

0-15%	MANAGEMENT UNDER CONTROL	Maintain the review cycle and schedule preventive action.
16-35%	ATTENTION REQUIRED	Some areas are not controlled. Define responsible people and due dates.
36-60%	HIGH EXPOSURE	The risk of urgent work, unexpected costs and reduced reliability is increasing.
OVER 60%	PRIORITY PLAN	Stop reactive management and create an immediate technical and documentary plan.

30-DAY CONTROL PLAN

Use this page to convert the annual review into a practical programme. Limit the priorities: too many open actions at the same time reduce the quality of control.

PRI.	ACTION	RESPONSIBLE	DUE DATE	BUDGET
P__				
P__				
P__				
P__				
P__				
P__				

THREE RESULTS TO ACHIEVE WITHIN 30 DAYS
1. No P1 critical issue without a responsible person. 2. All known due dates entered in the calendar. 3. Budget updated with approved works, commitments and a contingency reserve.

FROM CHECKING TO MANAGEMENT

The checklist identifies what needs attention. ONBOARD CLUB provides free resources and professional systems that turn checks into organised management of costs, due dates, maintenance, documents, suppliers and works.

BEFORE THE SURVEY - OPERATIONAL CHECKLIST | FREE RESOURCE

A 27-page guide for anyone assessing a used boat: documents to request, questions for the seller, pre-visit checks, haul-out, sea trial and a preliminary defect register.

Ideal when: you want to arrive at the survey prepared, with organised information and points for investigation already identified.

BOAT COST CONTROL PRO | €199

An Excel system with dashboard and operating manuals to plan the budget, record expenditure and payments, analyse variances and calculate cost per hour and per nautical mile.

Ideal when: you want to know the vessel's true cost and avoid cash-flow surprises.

PROFESSIONAL VESSEL MANAGEMENT SYSTEM | €499

An integrated package to centralise maintenance, due dates, documents, defects, suppliers, costs and information that helps protect the vessel's value.

Ideal when: you want complete, continuous and structured control of the entire ownership process.

YACHT REFIT CONTROL - OWNER EDITION | €249

A control kit to define scope, compare quotations, authorise variations, monitor timing, progress, payments and final acceptance of the work.

Ideal when: you are planning or managing a refit and want to reduce uncontrolled costs and misunderstandings with the yard.

DISCOVER THE ONBOARD CLUB TOOLS

payhip.com/ONBOARDCLUB

Visit the store for availability, updated content and language versions.

THE PRINCIPLE

Boat ownership becomes simpler when every item of information has a place, every due date has a date, and every job has an owner, a budget and a verifiable outcome.

NOTES, LIMITATIONS AND OFFICIAL SOURCES

This publication is an information and organisation tool. It is not a certification, survey, or legal, insurance or technical advice; it does not replace professional inspections, prescribed maintenance, safety inspections or obligations established by the authorities.

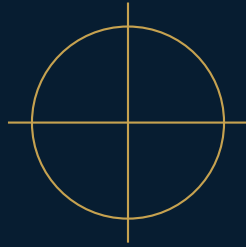
Required documents and equipment depend, among other factors, on the vessel's type and classification, flag, distance from shore, activity and local regulations. Before navigation, verify current rules and the orders issued by the competent maritime authority.

OFFICIAL REFERENCE SOURCES

The Italian Recreational Boating Code and its implementing regulation govern procedures, safety and equipment in the Italian legal context. The Italian Coast Guard also publishes services, FAQs and sector regulations. Sources must always be consulted in their current version.

- Italian Recreational Boating Code - Legislative Decree 18 July 2005, No. 171
- Implementing Regulation - Ministerial Decree 29 July 2008, No. 146
- Italian Coast Guard - Recreational boating FAQs
- Italian Coast Guard - Navigation safety regulations
- Italian Coast Guard - Renewal of safety certificates

English-language edition 2026. The institutional references above relate to the Italian legal context. Before publishing, distributing or using the document in another country, adapt the regulatory notes to the vessel's flag state and the applicable jurisdiction.



ONBOARD CLUB

**OWN YOUR BOAT.
CONTROL THE SYSTEM.**

Professional tools for boat and yacht owners.

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