

NAVY SAILING CHART PREPARATION CHECKLIST

(Revised 12 Feb 2009)

Action

Initials

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1	Identify the chart for use and insure the chart is the latest edition using the internet: http://www.nauticalcharts.noaa.gov/mcd/updates/LNM_NM.html	
2	Locate and download Notice To Mariners (NTM) and Local Notices To Mariners (LNTM) chart updates on the internet: http://www.nauticalcharts.noaa.gov/mcd/updates/LNM_NM.html	
3	Make all corrections on the chart from the applicable NTM and LNTM. Create a correction tree in the left margin of the chart. The correction tree will have three columns: NTM or LNTM number, date, and printed initial of person responsible for making corrections to the chart. Use a separate line for each NTM or LNTM applied to the chart. Fill in the correction tree and initial when each NTM or LNTM is applied to the chart. If corrections are temporary in nature, annotate with black pencil; otherwise, all corrections will be made with black ink. Highlight the Geodetic Datum in yellow and note if not in WGS-84; highlight the magnetic ring of all compass roses on the chart. Corrections will never be made in red ink.	
4	Highlight the chart sounding datum in orange. Outline all shoal water (18 feet contour) on the chart with a blue Sharpie Permanent Marker, Ultra Fine Point. Outline all shallow areas (18 feet or less) within the deeper water.	
5	Create the track with a pencil and then mark it with a black Sharpie, Ultra Fine Point.	
6	Each straight-line segment of the track will be labeled with the magnetic course (TRxxxM) and Speed of Advance in knots (SOA x.x). This marking will be placed along each segment at least once in an area that does not interfere with chart information. There will be no cross hairs at waypoints.	
7	Identify all the navigation aids to be used. Lit and unlit buoys may be used as visual navigation aids. Visual aids will be identified by a circle using Staedler Professional General Purpose Template*, 5/8". The circle will be colored using a yellow fluorescent highlighter (preferably a Staedler, Textsurfer Classic), and a two letter identifier starting with any letter except "R." Visual aids will never use the letter "R" as the first letter in its designator. All RADAR navigation aids (those aids with a RACON) will have a 5/8" triangle using the same Staedler Professional General Purpose Template. The RADAR navigation aid will have a two letter designator; however, it will have an "R" for the first letter for RADAR, for example a pier might be labeled "RP." RADAR navigation aides will be colored with a blue fluorescent Staedler Textsurfer Classic highlighter.	
8	Each vessel will prepare its own charts. The bottom line approval for charts will be the sailboat's OIC/Skipper. This block, "Approved by: _____", will be located in the bottom left corner of the chart.	
9	Fold and label the chart. Fold the chart in fourths (top to bottom, then left to right, with the back side out). Label in legible 1" print letters on the bottom right hand corner of the folded chart – the chart name and number. Immediately above the label, write the number of the previous chart on the track; immediately below the label, write the chart number of the following chart on the track. The numbers of the previous and following charts should be 1/3" lettering. For example: Chart: 13224 Chart: 13223 Narragansett Bay Including Newport harbor Chart: 13218	

