

# 901. NAVY SAILING CHART PREPARATION CHECKLIST

Revised June 2012

\_\_\_\_\_ Ensure the chart is the latest edition and reference Notice to Mariners (NTM) and Local Notice to Mariners (LNTM) for corrections at

[http://msi.nga.mil/NGAPortal/MSI.portal?\\_nfpb=true&\\_pageLabel+msi\\_portal\\_page\\_61](http://msi.nga.mil/NGAPortal/MSI.portal?_nfpb=true&_pageLabel+msi_portal_page_61)

\_\_\_\_\_ Do not write on or mark over written information on the chart (light characteristics, notes, etc) while prepping each chart. If circling an aid to navigation with pen, leave a space in the circle (or triangle) for text. Do not use red ink on the chart, it will not show up under red light at night.

\_\_\_\_\_ Plot all waypoints in pencil on each chart using the waypoint list provided by the Operations Officer. Waypoints shall be a 1/8" solid round dot (no crosshairs), labeled WP1, WP2, etc. to coincide with waypoint list.

\_\_\_\_\_ Outline all shoal water (18 foot contour) on the chart with a blue Sharpie Permanent Marker, Ultra Fine Point. Outline all shallow areas (less than 18 feet) within the deeper water.

\_\_\_\_\_ Make corrections on the chart using the NTM and LNTM. Make ALL corrections to aids to navigation, and other corrections (shoal water, new obstructions, moved buoys, new fish trap areas, etc.) that occur in water 18 feet or deeper. Use Chart No. 1 as a reference to put new information on the chart, and the chart correction template to draw symbols.

\_\_\_\_\_ Create a correction tree with three columns on the middle left margin of the chart. The first column will be the NTM or LNTM number (designated by the week/year it was made, ie. 42/11 is week 42 of 2011). The second column is the date the correction was made by the chart preparer (1JUN12) and the third column is for the initials of the chart preparer (RM). If there are no corrections to be made, enter "00" in the NTM, the date and your initials as an indicator that the NTM was consulted. Use one line for each correction. Temporary corrections shall be made in black pencil, permanent corrections in black ink.

<i>NTM</i>	<i>Date</i>	<i>Initials</i>	<i>NTM</i>	<i>Date</i>	<i>Initials</i>
42/11	1Jun12	RM	00	1Jun12	RM
13/12	1Jun12	RM			

\_\_\_\_\_ Highlight the chart sounding datum in yellow fluorescent highlighter.

\_\_\_\_\_ Highlight the Geodetic Datum in orange highlighter. Note if not in WGS-84, and adjust Navnet GPS on boat as needed.

\_\_\_\_\_ Highlight the magnetic ring of all compass roses on the chart in yellow highlighter. Leave unmarked if true only (offshore charts).

\_\_\_\_\_ Identify all unlit buoys in water 18' or deeper by a 5/8" circle using a template; outline in black pen, and color with a green highlighter.

\_\_\_\_\_ For all bridges on track, highlight bridge controlling height, crossing point and center span location in yellow highlighter.

\_\_\_\_\_ Identify Radar navigation aids (nav aids with a RACON and prominent points of land) by a 5/8" triangle using a template; outline in black pen, and color with a blue highlighter. Radar nav aids will have a two or three figure identifier, with "R" as the first letter for Radar. RACON buoys will be labeled by their buoy number. Land or land based objects will use one or two letters following "R", i.e. "R P" for a pier or "R TP" for Turkey Point.

\_\_\_\_\_ Identify visual navigation aids (lit and unlit buoys can be used in addition to land based visual aids such as lights on fixed structures, tanks, spires, and prominent points of land) by a 5/8" circle using a template; outline in black pen, and color with a yellow highlighter. Visual aids used for shooting a line of position (LOP) will have an identifier starting with "V" as the first letter. Buoys will be labeled by "V" and their buoy number, i.e. V 87 for buoy 87 on the Chesapeake Bay. Land based aids will use one or two letters following "V" i.e. V CD for Chapel Dome. Ensure visual aids on overlapping charts have the same identifier for recording in the bearing log. Choose nav aids that can be used in daylight and/or night, and that you can triangulate for a fix.

\_\_\_\_\_ 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" block letters on the bottom right hand corner of the folded chart – the chart number and name. Immediately above the label, write the number of the connecting chart (from the chart list provided by the relevant sailing program Operations Officer); immediately below the label, write the chart number of the following chart. The numbers of the previous and following charts should be 1/3" letter. For example:

Chart: 13224

**Chart: 13223 NARRAGANSET BAY INCLUDING NEWPORT HARBOR**

Chart: 13218

\_\_\_\_\_ Create the track specified by the Skipper with a pencil, and once it's approved mark it with a black Sharpie, Ultra Fine Point. 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.

\_\_\_\_\_ Each Skipper is responsible for the final approval of their boat's charts. After review and making any necessary corrections, the Skipper will sign "Block # \_\_, (year) \_\_ Approved by: \_\_\_\_\_" in the bottom left margin of the chart.

