

CHART PREPERATION CHECKLIST

	Action	Initials
1	Chart number	
2	Identify chart for use and insure chart is the latest edition using the Hydro Product Catalog, Notice to Mariners and Local Notice to Mariners.	
3	Locate Notice to Mariners or Notice to Mariners chart updates via the internet: http://www.navcen.uscg.gov/htm/ (for Local Notice to Mariners) or http://pollux.nss.nima.mil//untm_j_options.html?/class_flag=N (for Notice to Mariners, corrections for overseas.	
4	Make all corrections on chart with corrections carefully annotated in the correction tree located in left margin of chart. The correction tree will have three columns: NTM or LNTM number, date and printed initials of person responsible for making correction to chart. If corrections are temporary in nature annotate with pencil; otherwise, all corrections will be made with black ink. Navy Sailing only, highlight Geodetic Datum in yellow and note if not in WGC-84 and highlight the magnetic ring of the compass rose – Navy Sailing only uses magnetic headings. Corrections will never be made with red ink	
5	Highlight chart sounding datum (feet, fathom or meters). Outline all shoal water on chart with a blue Sharpie Permanent Marker, Ultra Fine Point. (A fine point is preferred over a wide tip in order to not to cover important chart information.) Outline all shoals on chart accordingly to depth of vessel. 10 foot for YP and 18 foot for Navy Sailing. Danger bearings (YP only) will be used if the track comes within 25 yards of a navigation hazard if the navigation hazard is not identified by a navigation aid.	
6	With a pencil, create the track. Never use red ink on a chart. Once master charts and tracks are approved by the Chairman of Seamanship and Navigation, the track will be marked with a black Sharpie, Ultra Fine Point.	
7	On Navy sail boats, all tracks will be labeled with magnetic courses, on Navy YP's, all tracks will be clearly labeled with True and Magnetic course, speed of advance and distance in yards of total track, Diagram One. This will be placed along the track at least once in an area that does not interfere with chart information. Distance is measured from way point to way point. There will be no cross hairs at way points.	
8	On Navy YP's, advance and transfer calculated, junction box erased, distance to turn point labeled at 100 yard increments and 500 yards after 1000 yards if does not interfere with safe navigation.	
9	Identify all the navigation aids to be used. Visual aids will be identified by a circle using Staedtler Professional General Purpose Template*, 5/8". The circle will be colored using a yellow fluorescent highlighter (preferably a Staedtler, Textsurfer Classic), and a two letter identifier will be used on all visual aids starting with "V" for visual, for example (VT). Visual aids will never use the letter "R" as the first letter in its designator. All radar navigation aids will have a 5/8" triangle using the same Staedtler 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	

	<p>“RP.” RADAR navigation aides will be colored with a blue fluorescent Staedtler Textsurfer Classic highlighter. Only Navy Sailing will circle lit and unlit bouys as visual navigation. These bouys will not be labeled at visual or RADAR aids. * The Staedtler products are available in the Midshipman Store</p>	
10	<p>On Navy YP’s, connect turn bearing to turn point with dotted line and labeled along length of dotted line “TB Letter designator for navigation aid, for example “TB WT 123T / 245R.” Turn bearing will be labeled in true and relative bearings. A slide bar will be used at all way points. The slide bar will be annotated with a green Sharpie Ultra Fine Point. The slide bar will be used to determine a new turn point if the vessel is not on track during a restricted water maneuver.</p>	
11	<p>The master voyage plan charts (YP only) will be approved and reviewed with the following format: Prepared by: _____ Reviewed by: _____ Approved by: _____ The bottom line approval on all master charts will be the Chairman of Seamanship and Navigation. This block will be located on an area of the chart not used for navigation.</p>	
12	<p>Each vessel will prepare their own charts. Navy YP’s will use the master voyage plan charts for reference and the way points distributed from the master charts for crew chart preparation. Once the master charts have been approved for a voyage, the approval and review format will be as follows: Prepared by: _____ Reviewed by: _____ Approved by: _____ The bottom line approval for charts will be either the YP’s Midshipman Commanding Officer or the sailboat’s OIC/Skipper. The bottom line approval for Power Squadron will be the Commodore of Power Squadron after they have been approved by the Chairman of Seamanship and Navigation or his/her representative. This block will be located on an area of the chart not used for navigation.</p>	
13	<p>Fold and label the chart. Fold the chart in fourths (with the back side out). Label in legible 1” print letters on the bottom right hand corner of the chart - the chart name and number. Immediately above the label, write the number of the previous chart on the track and immediately below the label, write the next chart number on the track. The numbers of the previous and next charts should be 1/3” lettering.</p> <p>For example: Chart: 13224 Chart 13223 Narragansett Bay Including Newport Harbor Chart 13218</p>	

