

CHART PREPARATION CHECKLIST

_____ Ensure the chart is the latest edition and reference Notice to Mariners (NM) and Local Notice to Mariners (LNM). For chart corrections refer to: <http://ocsddata.ncd.noaa.gov/ntm/> and <http://www.navcen.uscg.gov/?pageName=lnmMain>

_____ 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.

_____ Waypoints (N/A for VOST): Plot all 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 with the four digit alpha numeric name of the waypoint (CN04) to coincide with the waypoint list. Create the track specified on the waypoint list with a pencil.

_____ Shoal water (18 foot contour): Outline on the chart with a blue Sharpie Permanent Marker, Ultra Fine Point. Outline all shallow areas (18 feet or less) within the deeper water. Outline all fish traps and fish haven areas in 18 feet or less. Outline security areas (such as Cove Point LNG terminal). NOTE: VOST is directed to outline 12ft contour for Navy 44 STC. VOST STC with draft > 8ft are directed to trace 18ft contour.

_____ Corrections: Mark 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.

_____ Correction tree: Create a tree with three columns on a margin of the chart. Highlight the top row (NTM/Date/Initials) in orange highlighter. The first column will be the NTM or LNTM number (designated by the week/year it was made, for example 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). Use one line for each correction. Temporary corrections shall be made in black pencil, permanent corrections in black ink.

NTM	Date	Initials
42/11	1Jun12	RM
13/12	1Jun12	RM

_____ Chart sounding datum: Highlight in yellow fluorescent highlighter.

_____ Geodetic Datum: Highlight in orange highlighter. Note if not in WGS-84 and adjust chart plotter GPS on boat as needed.

_____ Magnetic ring of compass roses: Highlight all on the chart in yellow highlighter. Highlight variation if true only (offshore charts).

_____ Unlit buoys: Identify all unlit beacons (buoys, shoal poles, etc.) by a 5/8" circle using a template; outline in black pen, and color with a green highlighter. Do not make "green" using a yellow and blue highlighter – it cannot be read under a red light at night.

_____ Visual Ranges: Highlight all visual range lines with yellow highlighter.

_____ Red Sectors: Highlight arc of navigation aid red sectors with yellow highlighter.

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

_____ Radar navigation aids: (navigation aids with a RACON and prominent points of land) Identify using a 5/8" triangle using a template; outline in black pen, and color with a blue highlighter. Radar navigation 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.

_____ 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) Identify by using a 5/8" circle using a template; outline in black pen, and color with a yellow highlighter. Visual aids are used for shooting a line of position (LOP) and 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 up to three letters or numbers following "V" i.e. V CD for Chapel Dome or V RT1 for Radio Tower 1. Ensure visual aids on overlapping charts have the same identifier for recording in the bearing log. Choose navigation aids that can be used in daylight and/or night, and that you can triangulate for a fix.

_____ Fold and label the chart: Label the number of the next chart near the track at the intersecting margin. Mark a line with green highlighter, and write the next number between the line and the chart margin. With the chart face up fold right to left, bottom to top. Lay the chart down so that there is a single fold at the lower right hand corner. Label the chart in this corner. When the chart is placed in the navigation desk you should be able to see only a single fold and the label will be in the right hand corner. 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

_____ Track: (N/A for VOST). When approved by the Skipper, mark it with a black Sharpie, Ultra Fine Point. Each straight-line segment of the track will be labeled with the magnetic course (C xxx°M) and distance (D xx.x nm) in a track box. This marking will be placed along each segment at least once. The reciprocal course shall be placed along each segment if used as a return track, with the arrow pointing the opposite direction.

_____ Approval: DNAS or the Program Director (OSTS/VOST) is responsible for the final approval of all charts. After review and making any necessary corrections, DNAS or the Program Director will sign Block # _____, (year) _____ Approved by: _____ (DNAS or Program Director signature). (NOTE: This does not alleviate the responsibility of each Skipper and XO to review and sign their own charts prior to departure.)