

100 Ch Du-Cap-De-Cocagne  
Grande-Digue NB E4R 4H8  
506-576-8002  
E-Mail – ccpa@nb.aibrn.com

**Cocagne Cape Port  
Authority Inc.**



**L'Autorité Portuaire Du Cap-  
De-Cocagne Inc.**

[Cocagne Cape Marina](#)

## Preliminary care and maintenance checklist

A qualified Technician should be used if you are not completely confident in your ability to make repairs or inspections.

Out of Water Inspection

Pre-launch inspection

- Sacrificial zinc anodes installed
  - Propeller installed with keyway, nuts and cotter pin
  - Propeller shaft turns freely and without excess wobble
  - Struts and shaft log free of corrosion
  - Rudder swings easily & correct with wheel direction
  - Rudder and post inspected for cracks and/or concealed damage (may require removing rudder)
  - Auxiliary tiller handle properly aligned, fits securely and operational
  - Backup rudder system complete and operational
  - All thru-hulls and valves below water line inspected for corrosion, labeled and closed until after launch
  - Bottom paint in satisfactory condition
  - Hull freshly cleaned and waxed (free of gelcoat damage)
  - Mooring, safety lines and fenders onboard and in good condition
  - House & engine start batteries installed and filled with correct electrolyte levels
  - House & engine start battery boxes secured
  - All battery terminals clean and wires secured
  - Engine block & transmission drains closed
  - Speed / Depth transducers in place. Speed paddle wheel rotates smoothly
  - Hose clamps on all systems below water line tight
  - Keel bolts tight and clean
  - Exhaust hose attached and secured
  - Boat is free of internal and external water leaks above water line (Failure to stop water intrusion could result in permanent damage or deterioration of structural coring materials, internal wiring and cause mildew and molding)
- Mast Assembly
- Review manufacturers manual for maintenance and up-keep
  - Spreaders securely fastened

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- \_\_\_ Mast and spreaders free of corrosion and stress cracks
- \_\_\_ Standing rigging and pins inspected for wear, tear, corrosion and cracking
- \_\_\_ External wiring secured for anchor, steaming and deck lights
- \_\_\_ Electronic wind indicator installed per manufacturers recommendation
- \_\_\_ Manual wind indicator installed on masthead
- \_\_\_ VHF antenna installed and connected
- \_\_\_ Headsail furling system installed inspected per manufacturers recommendation
- \_\_\_ Running rigging inspected for wear and tear
- \_\_\_ Mast step stand-up blocks secured and operational
- \_\_\_ Main Sail, jib sail and flaking system inspected for wear and tear (non-furling mast). In- mast system checked for smooth operation and overall condition of sails
- \_\_\_ Specified pre-bend and diagonal tensions attained in mast. See owners manual
- \_\_\_ Mast to deck wiring properly sealed with drip loop
- Anchor System and Ground Tackle
  - \_\_\_ Anchor windlass inspected per manufacturers recommendation
  - \_\_\_ Anchor secured in bow roller assembly
  - \_\_\_ Spare anchor onboard and accessible. See Chapman's Manual for recommendations on anchors, anchor lines and drogues
  - \_\_\_ Anchor line pays out and retrieves into anchor locker without difficulty
  - \_\_\_ Bitter end of anchor line secured
  - \_\_\_ Anchor rode inspected and free of abrasions
  - \_\_\_ Anchor chain shackle lock-wired at pin after secured to anchor and corrosion free
  - \_\_\_ Anchor locker hatch secures properly with anchor and line in place
  - \_\_\_ Anchor locker free of debris inside
  - \_\_\_ Anchor locker drains open
- Fuel System
  - \_\_\_ Tank fuel level indicator functioning properly
  - \_\_\_ Fuel clean and treated with engine manufacturers recommended additives
  - \_\_\_ Primary and secondary filters cleaned or replaced
  - \_\_\_ Fuel tank supply valves open
  - \_\_\_ Fuel tank vent clear from tank to atmosphere (hose has anti-siphoned loop in place at hull or deck side)
- Steering System
  - \_\_\_ Inspect and service steering system according to manufacturer's recommendation

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- \_\_\_ Clean and grease autopilot drive chains
- \_\_\_ Ensure compass light is operational
- Primary Pumps Functional
  - \_\_\_ Manual bilge pumps
  - \_\_\_ Electric bilge pumps and float switches (discharge hose has anti-siphon loop in place to prevent back flow under sail)
  - \_\_\_ Macerator pumps
  - \_\_\_ Fresh water pumps
  - \_\_\_ Toilet flush pumps
  - \_\_\_ Shower sump pumps
  - \_\_\_ High water bilge alarm pump
- Illumination and small electrical components check
  - \_\_\_ Bow light
  - \_\_\_ Cabin lights
  - \_\_\_ Stern light
  - \_\_\_ Deck light
  - \_\_\_ Instrument lamps
  - \_\_\_ Masthead light
  - \_\_\_ Chart light
  - \_\_\_ Anchor light
  - \_\_\_ Courtesy lights
  - \_\_\_ Reading lights
  - \_\_\_ Distribution panel lights
  - \_\_\_ Smoke detectors operational
  - \_\_\_ CO detectors operational (one per cabin recommended)
  - \_\_\_ Engine & generator room blower operational
  - \_\_\_ Auto fire suppression system operational (engine compartment)
  - \_\_\_ Shore power cord and adapter plug operational. See manufacturer's manual for complete details
  - \_\_\_ 110 or 220 VAC outlets operational – Ground fault circuits functioning
  - \_\_\_ 110 or 220 VAC inverter/battery charging systems functioning properly
  - \_\_\_ Cockpit control systems operational
- Fresh Water Systems
  - \_\_\_ Hot water heater drains shut

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- \_\_\_ All spigots and hose bibs shut
- \_\_\_ All tanks flushed clean and free of debris and antifreeze
- \_\_\_ Water heater tank and lines flushed of antifreeze
- \_\_\_ All water lines and components purged of air and checked for leaks
- \_\_\_ Sinks and drains checked for leaks and adequate flow
- \_\_\_ Cockpit shower operational
- \_\_\_ Fresh water filters clean
- \_\_\_ Tank water level indicator systems operating – labeling and tank valve selection correspond

#### Head and Holding Tank Systems

- \_\_\_ Vent clear from tank to atmosphere
- \_\_\_ Filled with fresh water and test pumped with macerator
- \_\_\_ Toilets flush to holding tanks properly
- \_\_\_ Waste level indicating system properly functioning
- \_\_\_ No leaks at any hose fitting within the system

#### Galley Systems

\_\_\_ Gas bottle filled installed and connected to regulator. Inspect Gas system for leaks after 3 minutes. Should a leak be detected immediately close the main valve exit boat and seek professional assistance for a thorough inspection.

\_\_\_ Stove and oven operational. Refer to manufacturer's manual for proper operation and trouble shooting.

- \_\_\_ Gimbals latch secure and operational
- \_\_\_ LPG stowage locker drain open and tank storage area free of derbies.
- \_\_\_ Microwave operational
- \_\_\_ Refrigerator operational and proper temperature attained
- \_\_\_ Freezer operational and proper temperature attained
- \_\_\_ USCG waste disposal-warning poster onboard or in owner's package
- \_\_\_ Icebox drains to sump or bilge properly
- \_\_\_ Icebox drain plugs installed

#### Topside Inspection

- \_\_\_ Swim seats / ladders / gates operational
- \_\_\_ Swim seat latch operating correctly
- \_\_\_ Cockpit hatches operate properly (adjustments should be made with boat in water)
- \_\_\_ Canvas properly cleaned and installed
- \_\_\_ Cockpit cushions cleaned and installed

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- \_\_\_ Lifeline fittings tight and secure
  - \_\_\_ Rubrail sealed secured to hull
  - \_\_\_ Sliding hatches drains free of debris
  - \_\_\_ Companionway drop-ins fit properly in companionway and stowage rack
  - \_\_\_ Load bearing hardware sealed and securely fastened. This includes but is not limited to chainplates, winches and handrails
  - \_\_\_ Traveler arch sealed and securely fastened. Stainless Steel models should be properly grounded, see owners manual for details
  - \_\_\_ Plexiglas hatches, ports, windscreens and windows adjusted and cleaned. Cleaners and polishers specifically for Plexiglas can be purchased from most marine supply stores
  - \_\_\_ External teak cleaned and oiled (Teak decking cleaned with mild soap and water)
  - \_\_\_ External railings cleaned with soap and water then hand polished using automotive wax
  - \_\_\_ All deck fill caps seal properly and have retainer chains intact (except Waste Pump-out)
  - \_\_\_ Dorade vents or sealing caps installed
  - \_\_\_ Topside surface clean and free of gelcoat damage
- Interior Inspection
- \_\_\_ Drop-in hatches for bunks and floors in place and fit securely
  - \_\_\_ Interior steps and grab rails secured
  - \_\_\_ Bilges clean and free of debris
  - \_\_\_ Opening port and hatch screens in place
  - \_\_\_ Blinds / privacy curtains, shades and interior cushions cleaned, installed and secured
  - \_\_\_ All doors open / shut / latch properly
  - \_\_\_ Insure all wires and connection on distribution panels are tight (should be professionally inspected)
  - \_\_\_ Television / VCR operational
  - \_\_\_ Stereo / Tape / CD operational
  - \_\_\_ Chapman's Manual onboard and readily available
  - \_\_\_ Safety gear onboard readily available and up to date. See Chapman's Manual and US Coast Guard website at < [www.uscg.mil](http://www.uscg.mil) >for details.
  - \_\_\_ Boat owner's manual onboard
- In Water Inspection
- Dockside inspection of Engine, Pre-start sequence and operating system
- \_\_\_ Review engine manual for maintenance requirements and proper starting procedure
  - \_\_\_ Propeller shaft properly aligned (per engine manual)

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- \_\_\_ Shaft to engine coupling bolted and properly torque (per engine manual)
- \_\_\_ All engine mounting bolts in place and properly torque (per engine manual)
- \_\_\_ Crankcase oil at full mark (per engine manual)
- \_\_\_ Transmission fluid / oil at full mark (per engine manual)
- \_\_\_ Coolant mix ratio proper – heat exchanger and expansion tanks full (per engine manual)
- \_\_\_ Seawater intake valve open and no leaks
- \_\_\_ Air bled from fuel lines and system
- \_\_\_ No fuel leaks at any fittings
- \_\_\_ Throttle linkages smooth and operational
- \_\_\_ Shutdown system operational
- \_\_\_ USCG Oil Discharge warning poster in place
- \_\_\_ Exhaust elbows and hoses tight
- \_\_\_ Starting sequence and alarms correct
- \_\_\_ Oil pressure acceptable (per engine manual)
- \_\_\_ Coolant temperature acceptable (per engine manual)
- \_\_\_ Alternator DC output at rated rpm (per engine manual)
- \_\_\_ Correct Idle rpm (per engine manual)
- \_\_\_ Water discharged with exhaust
- \_\_\_ Hour meter operational
- \_\_\_ Fuel level indicators operational
- \_\_\_ Throttle cable tension set properly
- \_\_\_ Shifter operation correct
- \_\_\_ Neutral safety start switch operational
- \_\_\_ No inboard exhaust gas leaks
- \_\_\_ No fuel / oil / water leaks on engine
- \_\_\_ Shaft packing / Drip free Seal adjusted and locknuts tight. One to three drips per minute with shaft turning on traditional packing assembly
- \_\_\_ Engine box installed and secured
- Dockside inspection of Generator,  
Pre-start sequence and operating system
- \_\_\_ Review and follow manufacturer's manual for maintenance and up-keep
- \_\_\_ Seawater strainer water-tight and clean
- \_\_\_ No leaks in fuel system - Fuel filters clean

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- \_\_\_ Lube oil at full mark
- \_\_\_ Coolant level full – proper mix ratio with water (per generator manual)
- \_\_\_ Seawater discharge overboard with exhaust gas
- \_\_\_ No inboard water or exhaust gas leaks
- \_\_\_ Proper voltage output to distribution panel (per generator manual)
- \_\_\_ Ship / Shore power transfer panel function properly
- \_\_\_ Starter battery box secured
- \_\_\_ Starter battery cable connections clean and tight
- \_\_\_ Starting battery electrolyte level proper
- Climate Control System
  - \_\_\_ Review and follow manufacturers manual for maintenance and up-keep
  - \_\_\_ Seawater strainer water tight and clean
  - \_\_\_ Seawater pump air purged and operational
  - \_\_\_ Seawater flow adequate fwd and aft
  - \_\_\_ Fwd system functions properly in all modes of operation
  - \_\_\_ Aft system functions properly in all modes of operation
  - \_\_\_ No seawater leaks in system components and lines
  - \_\_\_ No condensation leaks to deck or liner
  - \_\_\_ Air return/intake filters clean and clear
  - \_\_\_ 110 or 220 VAC 30 amp shore power wired correctly at dock
  - \_\_\_ Remote control units and display features operate correctly
  - \_\_\_ Condensation drains open
- Dockside Pre-sail inspection
  - \_\_\_ Standing rigging tuned statically – all fittings pinned and secured (re-check after sailing)
  - \_\_\_ Genoa installed and furling system operational
  - \_\_\_ Main sail installed and operates smoothly
  - \_\_\_ Main sail flaking system properly adjusted
  - \_\_\_ All reefing points attained properly
  - \_\_\_ Topping lift and outhaul operational
  - \_\_\_ Sheets / Blocks / Winches operate correctly and easily under load
  - \_\_\_ Genoa Car travels freely full length on tracks port and starboard
  - \_\_\_ All line stoppers operational and labeled
  - \_\_\_ Calibrate all electronic equipment and compass to geographical area.
  - \_\_\_ VHF operational









