**CHART PREPARATION CHECKLIST**

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|  | Action | Initials |
| 1 | Chart number \_\_\_\_\_\_\_\_\_\_\_ |  |
| 2 | Identify chart for use and ensure chart is the latest edition using the Hydro Product Catalog, Notice to Mariners and Local Notice to Mariners. |  |
| 3 | Locate Notice to Mariners updates via the internet:  <http://www.nauticalcharts.noaa.gov/mcd/updates/LNM_NM.html>  (Use chart corrections found below) |  |
| 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 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 |  |
| 5 | Highlight Geodetic Datum and Variation in yellow. |  |
| 6 | Highlight chart sounding datum (feet, fathom or meters) in yellow. 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 not to cover important chart information.)** |  |
| 7 | Create the track using a **Pencil**. Once done, trace with a **Black, Ballpoint Pen**.  **ERASE CROSS HAIRS AT THE WAYPOINTS BEFORE YOU INK THE TRACK!** |  |
| 8 | All tracks clearly labeled with True and Magnetic Headings, Speed of Advance (SOA), and Distance in Yards. Track data boxes will be placed along the track for all legs; they will be parallel to the track and not to interfere with charted information. Trace all data boxes with a **Black, Ballpoint Pen**. |  |
| 9 | Use NAVAID Gazetteer to identify both Visual and Radar Navigation Aids.  Visual aids will be outlined by a **Circle** using a **Black, Ballpoint Pen**; the Staedtler Professional General Purpose Template 5/8” will be used. Fill in each circle using a **Yellow Highlighter.** Label the NAVAID with the two-letter identifier as indicated on the gazetteer. Visuals will start with a “V,” for example “VA”.  Radar aids will be outlined by a **Triangle** using a **Black, Ballpoint Pen**; the Staedtler Professional General Purpose Template 5/8” will be used. Fill in each triangle using a **Blue Highlighter.** Label NAVAID with two-letter identifier as per gazetteer. Radar aids are identified by the letter “R,” for example “RA” |  |

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| 10 | Plot Advance and Transfer for each turn. Create the slide bar at your turn point using a **Green Marker**. Remember, the slide bar is used to determine a new turn bearing when a vessel is either left or right of track.  **ERASE YOUR ADVANCE AND TRANSFER CALCULATION LINES BEFORE YOU INK!**  From each turn bearing, at 100-yard increments, mark distance to turn out to 1000 yards. At 1000-yards, mark distance to turn out at 500-yard increments.  **Black, Ballpoint Pen** |  |
| 11 | Connect turn bearing to turn point with dotted line and labeled along length of dotted line. Turn bearings are labeled with a two-letter designator off NAVAID; for example, **“TB “VA” 123T/245R”.** Turn bearings are labeled in True and Relative bearings. Turn bearings are traced in **Black, Ballpoint Pen.**  Connect turn range to turn point with dotted arc and labeled along length of dotted arc. Turn ranges are labeled with a two-letter designator off NAVAID; for example, **“TR “RA” 500 yards”.** Turn ranges are traced in **Black, Ballpoint Pen.** |  |
| 12 | Create Command Review Box using a **Black, Ballpoint Pen**, using the following format:  Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LASTNAME, MIDN 3/C, USN DDMMMYY  Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ LASTNAME, MIDN 3/C, USN DDMMMYY  Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ LASTNAME, LT, USN DDMMMYY  Sign your name on the “Prepared by” line when checklist is complete. Print your name, rank, service and the date after your signature. |  |
| 13 | Fold and label the chart. With the chart face up oriented north away from you, fold right to left and then bottom to top so that a single crease is formed on the edge of the folded chart nearest the bottom of the chart table. Label in legible 1” print letters on the bottom right hand corner of the folded chart, the chart name and number. If you have other charts, 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 1/2” lettering.  For example:  Chart: 13224  Chart: 13223 Narragansett Bay Including Newport Harbor  Chart: 13218  Trace the Chart Label using a **Black, Ballpoint Pen**. |  |

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| 14 | Identify and mark anchorage point.  Remember, when identifying an anchorage the following are taken into consideration: Depth of water, Shelter from seas, Characteristics of the haven bottom (mud, sand, etc), Charted obstructions (wrecks, buoys, shoal water, etc), and other vessels at anchor, prominent navigational aids to include a “Head Mark” and a “Letting Go Bearing,” and identifiable NAVAIDS for day and night in order to fix ship’s position. |  |
| 15 | Determine total amount of anchor chain needed considering the type of bottom, the expected wind and current.  **Usually 5-7 time the water depth** |  |
| 16 | Layout Approach Track.  Identify the Head Mark NAVAID, and lay out your approach track (normally no shorter than 1000 yds) based on the Head Mark. Label course 1-2 inches above track, course should be in true and magnetic (omit SOA).  From your Head Mark, draw a dashed line to the center of your anchorage, and label Head Mark along dashed line; for example, “HB VC 090 T/093 M”.  **Black, Ballpoint Pen** |  |
| 17 | Layout Letting Go Circle. Using a **Black, Ballpoint Pen,** draw circle around the center of the anchorage with a radius equal to the distance from the ships hawspipe (where the anchor chain runs out of the ship) to the pelorus (where the bearing is shot from the pilot house or bridge wing.) Label the circle “LGC”. |  |
| 18 | Layout the “Letting Go Bearing”.  Identify LGB NAVAID, this NAVAID is as close to 90 degrees off the approach track. Using a **Black, Ballpoint Pen,** draw a dashed line tangent from your LGC to your LGB NAVAID. Above the dashed line label LGB; for example, “LGB VD 270T/200R”. Remember, LGB will have a true and relative bearing. |  |
| 19 | Layout Range Arcs. Draw range arcs in 100 yds increments across the track using a **Black, Ballpoint Pen,** measured outward from the Letting Go Circle to 1000 yds. Draw range arcs across track outward from the Letting Go circle at 1200 yds. Draw range arcs across track outward from the Letting Go circle at 1500 yds. Draw range arcs across track outward from the Letting Go circle at 2000 yds. Label each range arc with its appropriate distance to the anchorage. |  |
| 20 | Anchoring Computations, DO NOT DRAW ON CHART:  Compute Swing Circle: Radius equal to length of chain + overall length of ship.  Compute Drag Circle: Radius equal to the length of chain + distance from hawspipe to the centerline pelorus.’ |  |

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