



Welcome to **OYA Charters Orientation**;

OYA provides an orientation process for the skipper and crew. To accomplish this we provide a manual and a video prior to the charter. We also ask you to come to our charter base in Oxford, MD, the afternoon prior to the day before your charter begins. If this isn't possible we ask you to come any time that is convenient, even weeks in advance. We want the skipper and crew to be comfortable with the boat in order to make the Charter the best and safest possible time for you. I have found that in almost every case this process has worked extremely well.

Sincerely,
John Shannahan

OYA Charters

A division of The Oxford Yacht Agency, Inc.
3831 Trappe landing Road, Trappe MD 21673

Charter Orientation Checklist

Owner's Manual and Inventory

- Review Owner's Manual
- Review boat's inventory
- Go for a cruise to orient charterer to the use of systems and electronics

Engine Room

- Check fluids; engines, generator, and other equipment
- Bow thruster
- Fuel system; explain manifold system and bleeding procedure
- Fresh water system; operation and filling tanks
- Electrical system; main disconnects, battery levels, charging system. Review all A/C and D/C wiring diagrams.
- Bilge pump system; manual and automatic operation

Main Console

- Starting procedure
- Instruments; normal readings
- Steering system; explain bleeding of hydraulic system
- D/C panel operation
- A/C panel operation
- Generator; demonstrate operation and power transfer, if equipped
- Engine alarms; demonstrate operation
- Windlass operation and solenoid location

Forward Cabin

- _____ Shower drains; operation
- _____ Heads; operation
- _____ Holding tank; pump out
- _____ Bow thruster location

Main Saloon

- _____ Stove operation
- _____ Stereo operation
- _____ Table operation
- _____ Fire extinguisher location
- _____ CO2 monitor; location and operation
- _____ Refrigeration operation
- _____ Air conditioning operation and controls

Exterior

- _____ Care and cleaning of all exterior surfaces including teak decks, varnish, paint, gel-coat, and all metal surfaces
- _____ Window covers
- _____ Window drains; cleaning
- _____ Lazarette; drain locations, water/fuel shut off locations, emergency tiller location and installation, trim tab level
- _____ Mast and boom operation
- _____ Gas stove tank storage and operation
- _____ All tank fills; fuel, water, holding tank

Flybridge

- _____ Starting procedure
- _____ Instruments; normal readings
- _____ Generator; operation and power transfer if equipped
- _____ engine alarms operation
- _____ Windlass operation
- _____ Davit operation, if equipped
- _____ Bow thruster operation, if equipped
- _____ Icemaker operation