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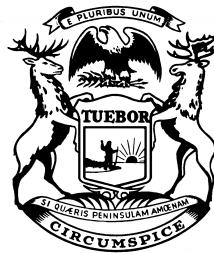
**STATE OF MICHIGAN**

**CHARTER**

**BOAT**

**INFORMATION**

**MANUAL**



**MICHIGAN DEPARTMENT OF NATURAL RESOURCES**  
**LAW ENFORCEMENT DIVISION**

### **MICHIGAN DEPARTMENT OF NATURAL RESOURCES (DNR) MISSION STATEMENT**

"The Michigan Department of Natural Resources is committed to the conservation, protection, management, use and enjoyment of the State's natural resources and cultural resources for current and future generations."

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The Natural Resources Commission, as the governing body for the Michigan Department of Natural Resources, provides a strategic framework for the DNR to effectively manage your resources. The NRC holds monthly, public meetings throughout Michigan, working closely with its constituencies in establishing and improving natural resources management policy.

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HUMAN RESOURCES  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30028  
LANSING MI 48909-7528

Or → MICHIGAN DEPARTMENT OF CIVIL RIGHTS  
CADILLAC PLACE  
3054 W. GRAND BLVD., SUITE 3-600  
DETROIT MI 48202

Or → OFFICE FOR DIVERSITY AND CIVIL RIGHTS  
US FISH AND WILDLIFE SERVICE  
4040 NORTH FAIRFAX DRIVE  
ARLINGTON VA 22203

For information or assistance on this publication:

Telephone: 517-284-5994  
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On the web at [www.michigan.gov/dnr](http://www.michigan.gov/dnr)

### **MAILING ADDRESS**

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MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30031  
LANSING MI 48909

This information is available in alternative formats.

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## INTRODUCTION

This booklet is intended to provide information and explain the rules governing the inspection process. This booklet also contains information on recommended equipment.

The Natural Resources and Environmental Protection Act, Act 451 of Public Acts of 1994, Part 445, repealed Act 244 of the Public Acts of 1986, commonly referred to as the Charter Boat Act. Rules that were promulgated in accordance with Act 244 will remain in effect until new rules are promulgated in accordance with Act 451, Part 445. Rules apply to all vessels defined in the Act. Vessels must also comply with all other applicable laws or rules, to include Act 451 of the Public Acts of 1994, Part 801, commonly known as the Marine Safety Act; and Title 46, Code of Federal Regulations, Chapter 1, Subchapter C.

These rules were promulgated in order to ensure the safety and well-being of persons chartering a vessel. Any items required to be carried or installed on a vessel should be carried or installed in accordance with good marine practice and standards, common sense, and in a manner that will promote safety. Any items not meeting these standards must be corrected to meet these standards or be removed. **No temporary permit will be issued.**

It has been brought to our attention that the following words have caused misunderstanding. These words are defined in Act 451 as follows:

**"Inland waters"** means all waters of this state, except navigable waters.

**"Navigable waters"** means those waters of the state over which the State of Michigan and the United States Coast Guard exercise concurrent jurisdiction, including the Great Lakes and waters connected thereto, to the upstream limit of navigation as determined by the United States Department of the Army Corps of Engineers.

**"Waters of the state"** means any waters within the territorial limits of this state and includes those waters of the Great Lakes which are under the jurisdiction of this state.

**"Pilot's license"** means a vessel operator's license issued by the United States Coast Guard or other federal agency, or a license issued by the Michigan Department of Natural Resources and Environment to an operator of a charter boat that is operated on inland waters.

**"Department"** means the Michigan Department of Natural Resources and Environment.

Many confuse **"inland waters"** as it applies to Act 451, Part 445 with the Coast Guard definition of **"inland waters."** Reference to **"inland waters"** herein is defined as above.

## OBTAINING A PILOT'S LICENSE

The Coast Guard operator's license is required by the Coast Guard if you operate on "**navigable waters**," carrying passengers for hire as defined in Act 451.

The Department also accepts the Coast Guard license on all "**waters of the State**." However, for "**inland waters**," if a pilot's license is required and you don't have a Coast Guard license, you must obtain a state pilot's license issued by the Department.

To make application for a **Coast Guard license**, you must contact the following:

**NATIONAL MARITIME CENTER at 1-888-427-5662 or visit online at [www.uscg.mil/nmc](http://www.uscg.mil/nmc)**

Contact one of the Department's District Offices listed on the back of the *Application for Inspection* (PR-9301-2) to make application for a state pilot's license.

# PREPARING FOR VESSEL INSPECTIONS

## DRYDOCK INSPECTION

The purpose of the drydock inspection is to determine if a vessel is seaworthy and in good and serviceable condition. The owner must ensure the following is completed prior to the arrival of the inspector:

- The vessel must be properly supported to allow full and complete inspection;
- The vessel must be in a location where the elements of weather do not conflict with the inspection;
- All hatches and inspection ports should be removed before inspection;
- All associated equipment, including fishing gear, coolers, and personal belongings on board, should be removed or stored so as not to impede the inspection;
- A portion of the vessel may be required to be removed if the seaworthiness or sound structure of the vessel is impaired;
- Excessive oil, grease, or dirt shall be cause to refuse an inspection. This applies especially to compartments containing machinery.

A vessel that is ready for inspection will save time and money.

## DOCKSIDE INSPECTION

The following is a check-off list that may be helpful in making a vessel ready for dockside inspection. It is recommended that this list be reviewed prior to the dockside inspection to ensure all items are aboard and all equipment is in good and serviceable condition. (See Rules and Regulations Booklet for specific information.)

1. Certificate of Registration with current decal
2. Current documentation (when applicable) renewed annually
3. Current Pilot's License and expiration date
4. Current valid charter boat insurance policy (not a binder)
5. Sport Trolling License. This license is required of owners of boats operated with either an inboard or outboard motor and offered for hire in sport trolling for lake trout (MCL 324.47328) for each boat.
6. Marine radio in good working condition.
7. Proper display of Pilot's License, Certificate of Inspection (if currently certified), and Emergency Check-off List (when applicable)
8. Engine(s) and controls in good and serviceable condition
9. Fuel tank(s), Fixed
  - a. Grounded
  - b. Properly supported and secured
  - c. Filler hose, vent hose, and fuel lines in good condition and clamps tight

10. Fuel tank fittings and shut off
  - a. Accessible
  - b. Tight
11. Portable fuel system (when applicable)
  - a. Approved tanks
  - b. Properly secured
  - c. Proper fuel line
12. Bilge pumps
  - a. Operating properly
  - b. Switches and lights operating
13. Manual bailing device (bucket, pail, etc.)
14. Ventilation ducting
  - a. Properly secured and supported
  - b. Good and serviceable condition
15. Head (Marine Sanitation Device - MSD) (when applicable)
  - a. Properly fitted and secured
  - b. Proper ventilation
16. Cooking and Heating appliances
  - a. Properly secured
  - b. Proper ventilation
17. Fixed seating
  - a. Properly secured
  - b. Good condition
18. Compass (when applicable)
  - a. Suitable
  - b. Good and serviceable condition
19. Personal Flotation Devices (PFDs)
  - a. Type required for class of vessel, including proper numbers
  - b. Good and serviceable condition
  - c. Registration numbers marked on PFDs - undocumented
  - d. Vessel's name marked on PFDs - undocumented
  - e. Retroreflective tape
20. Ring buoy
  - a. Twenty (20) inches in diameter, or over
  - b. Registration numbers or vessel name marked on Type IV
  - c. Fifty (50) feet or more of line attached
21. Water light
  - a. Approved type



- b. Operational
- 22. Hand-held light
  - At least one in good and serviceable condition
- 23. Portable fire extinguisher
  - Proper number and location
  - a. Less than 26 ft. vessel - 2B1
  - b. 26 ft. to less than 40 ft. - 3B1
  - c. 40 ft. and over - 4B1
- 24. Anchor
  - a. Suitable size and type
  - b. Length of line attached
    - i. 150 ft. Great Lakes and navigable waters
    - ii. 75 ft. inland (state) waters
    - iii. 30 ft. operating exclusively on rivers
- 25. Sea Anchor (Great Lakes and Lake St. Clair)
  - a. Appropriate size and type
  - b. Class A vessels
  - c. Class D vessels
- 26. Sail and Riggings (when applicable)
  - Following to be inspected and determined fit for constant operation
  - All masts, spars, standing rigging, running rigging, blocks, fittings, sails, line and other sailing apparatus
- 27. Emergency Procedures Check List
  - Posted in a conspicuous location onboard the vessel
- 28. Steering - check for:
  - a. Excessive wear (all components)
  - b. Weld fractures (hairline cracks) (All components)
  - c. Excessive vibration (when engine is operated in gear)
  - d. Loose bolts, nuts, screws, etc.
  - e. Steering cable or wire in good condition (not stranding)
  - f. Rust free
  - g. Responsive (little play)
- 29. Electrical Systems
  - a. Installed in accordance with good marine standard connections, insulation, junction boxes, switches and fuse holders
  - b. Erosion free and tight
  - c. Properly grounded
- 30. Deck Rails

- a. Shall be consistent with generally accepted and federally approved manufacturing process
  - b. All rails in good and serviceable condition
31. Equipment stowage and markings
- a. Properly marked
  - b. Proper location
  - c. Accessible
32. First-Aid Kit
- a. At least a standard 16 unit or equivalent
  - b. In a conspicuous location
33. Visual Distress Signals (VDS)  
Vessels operated on the Great Lakes and Lake St. Clair
- a. Coast Guard approved
  - b. Current and acceptable

## DAILY CATCH REPORT(ING) REQUIREMENT

### REFER TO: PART 445 SECTION 324.44508 (5)

All charterboat operators who charter for fishing must submit daily catch reports under statute from the Charter and Livery Part of the Natural Resources and Environmental Protection Act of 1994. A daily record must be maintained and kept on board and available to any peace officer. These records **must be submitted to the Department of Natural Resources by the 10<sup>th</sup> of the month following the fishing activity.** Failure to comply with this law can result in prosecution with up to one (1) year in jail and/or a \$1000 fine.

324.44508. (5) A charter boat operator engaged in fishing shall do each of the following:

- (a) Maintain on board each charter boat under his or her control a daily record of all catch activity of that charter boat for the current calendar month.
- (b) Make available for inspection the daily catch activity records required to be maintained under this subsection upon the request of a peace officer.
- (c) Complete a monthly catch activity report form provided by the Department for each charter boat under his or her control.
- (d) Sign, date, and submit to the Department, on or before the tenth (10<sup>th</sup>) day of the month, a monthly catch activity report, completed by that charter boat operator for each charter boat under his or her control that was engaged in fishing during the previous month.
- (e) The operator of a charter boat used for fishing on two (2) or more bodies of water within a calendar month shall complete for that charter boat a separate monthly catch activity report for each body of water fished, and shall sign, date, and submit each report to the Department in the manner prescribed by this section.
- (f) If a charter boat operator engaged in fishing does not submit to the department a completed monthly catch activity report form within 30 days after that form is required to be delivered to the department, the department shall notify that charter boat operator of his or her noncompliance with this section. If a charter boat operator engaged in fishing fails to return a completed monthly catch activity report form for a vessel within 60 days after that form is required to be delivered to the department, the department may revoke the state certificate of inspection issued for that vessel.

Please feel free to call the Charlevoix Fish Research Station at 231-547-2914 ext. 223 for copies of forms and information related to Daily Catch Reports.

## **MINNOW LICENSE - CHARTER BOAT OPERATORS AND FISHING GUIDES**

*A resident charter boat operator or resident fishing guide who takes minnows from Michigan waters and furnishes them for use by clients is deemed to have taken minnows for commercial purposes and would require both a minnow catcher license and a retail minnow license. A resident charter boat operator or resident fishing guide who purchases minnows from a Michigan minnow dealer and furnishes them for use by clients would require a retail minnow license. In both of the above situations this is pertinent whether the minnows are furnished free or included as a part of the charter/guide fee package.*

*A resident charter boat operator or resident fishing guide, who takes minnows from Michigan waters and sells them to other charter boat operators for use by clients, is taking and selling or possessing and selling minnows at wholesale, and would require a minnow catcher's license as well as a resident wholesale minnow license.*

*Non-resident charter boat operators and fishing guides who purchase minnows to furnish for use by clients require a retail minnow license. Again, this is pertinent whether the minnows are furnished free or included as a part of the charter/guide fee package.*

*Non-residents are not allowed to take minnows for commercial purposes from any of the waters of this state and would be ineligible to secure a minnow catcher's license.*

### **324.48729 Prohibited conduct.**

Sec. 48729. A person shall not do any of the following:

- (a) Take or possess minnows, wigglers, or crayfish for commercial purposes from any of the waters over which this state has jurisdiction; import minnows, wigglers, or crayfish for commercial purposes from outside of this state; or transport minnows, wigglers, or crayfish without having first procured a license as provided in section 48732.*

### **324.48728 Definitions.**

Sec. 48728. As used in this part:

- (a) "Commercial purposes" means offering for sale, selling, giving, or furnishing to others.*

## **SPORT TROLLING LICENSE - CHARTER BOAT OPERATORS AND FISHING GUIDES**

**324.47328 License to use fishing devices; sport trolling; licensing boats for hire; license not required under certain conditions in lake St. Clair.**

Sec. 47328.

A person shall not use any kind of a boat, tug, or launch, except when used in hook and line fishing, or any kind of net or nets, set hook lines, or commercial trolling rigs for the purpose of taking, catching, killing, or transporting fish in any of the waters bordering on this state, regardless of whether for commercial purposes or for personal use, without first having applied for and been issued a license for that activity, in accordance with this part. A license, except as otherwise provided by law, is not required of persons engaged in sport trolling in these waters, except that the owners of boats operated with either an inboard or outboard motor and offered for hire in sport trolling for lake trout shall obtain a license for each boat. A license, except as otherwise provided by law, is not required of persons engaged in taking fish with set lines in lake St. Clair as provided in section 47302.

**324.47330 License to use fishing devices; issuance fees.**

Sec. 47330.

(1) The department, when application is made by any person in accordance with section 47329, shall issue the license provided for in this part upon payment by the applicant, if a resident of this state, of the following fees:

(a) For fishing with set hook lines or nets, with or without a boat not exceeding 16 feet in overall length, or a boat used in sport trolling for lake trout for hire, \$16.00 per year. Any person using more than a single crew consisting of not more than 4 people in fishing nets or hooks under the ice shall secure a license for each crew member. The department, upon proper application, shall issue with each license to fish nets or set hook lines under the ice 4 identification cards bearing the number of the license and the year for which issued. Each member of a single crew engaged in the setting, lifting, or pulling of nets, set hook lines, or other devices, set under the ice under authority of the license, shall carry the card on his or her person at all times while so engaged and upon demand of any conservation officer shall exhibit the card. Minnow seines and dip nets are exempt from this section.

(b) For each rowboat, sailboat, powerboat, motorboat, steamboat, or scow used in catching, killing, taking, or transporting fish caught with nets, set hook lines, or trolling rigs, \$3.00 per foot overall length, and \$1.00 per ton additional for each ton over 10 gross tons. A license is not required for a scow used only in transporting nets. Each license for a boat propelled by sail, steam, gas, or other mechanical power entitles the licensee to operate a rowboat not exceeding 16 feet in overall length. Each rowboat shall bear the same identification as the boat for which the license is issued and shall be used only while attending the boat. A resident person shall not pay less than \$50.00 or more than \$200.00 on any 1 boat in any 1 license year.

(2) For a nonresident of this state, the fee shall be 5 times the fee required of a resident in accordance with the schedule prescribed in this section. A license under section 47329 shall not be issued to a nonresident for fishing in Lake Erie and Lake Huron except at the discretion of the department.

(3) For the purpose of this part, a nonresident is any person who has not actually resided in this state for 3 years immediately prior to the date of application for a license, any person applying for a license for use of nets or a boat registered or of record at a port outside of the state, or any firm, company, copartnership, partnership, association, or corporation in which any of their stock, boats, nets, and fishing equipment has been owned by nonresident persons at any time during the 3 years immediately prior to the date of application for a license.

## **SUBPART V LICENSES AND PERMITS**

Sec. 48732. (1) As used in this section, "place of business" means a single location designated in a license application.

(2) The department, upon receipt of a fee of \$25.00, may issue a limited retail minnow dealer's license to entitle the licensee to operate 1 place of business and 1 motor vehicle and to buy, transport, and retail minnows, wigglers, and crayfish.

(3) The department, upon receipt of a fee of \$100.00, may issue to a resident a wholesale minnow dealer's license to entitle the licensee to operate 1 place of business, to transport, using up to 3 motor vehicles, and to sell at wholesale to licensed minnow dealers minnows, wigglers, and crayfish.

(4) The department, upon receipt of a fee of \$50.00, may issue to the holder of a limited retail minnow dealer's license or a wholesale minnow dealer's license a minnow catcher's license to permit the taking, collecting, transporting, and possessing of live or fresh minnows, wigglers, or crayfish to be used for commercial purposes in accordance with this part. Each minnow catcher's license entitles the licensee to operate up to 3 crews consisting of not more than 4 persons and 4 motor vehicles for the purpose of taking, collecting, and transporting live or fresh minnows, wigglers, or crayfish.

(5) The department, upon receipt of a fee of \$500.00, may issue to a nonresident of the state a wholesale minnow dealer's license to entitle the licensee to operate 1 place of business, to transport, using up to 3 motor vehicles, and to sell at wholesale to licensed minnow dealers minnows, wigglers, and crayfish.

TO OBTAIN AN APPLICATION FOR THE LICENSES MENTIONED ABOVE,  
PLEASE CALL 517-284-6045.

## THROUGH HULL FITTINGS

*Any unused through-hull fittings shall be permanently plugged from the exterior of the vessel or capped with a metal threaded pipe cap.*

## FUEL LINES

Seamless copper or seamless nickel-copper recommended.

The fuel line must be supported to prevent vibration or motion while the vessel is underway.

Beware of alcohol-added gasolines. Flexible fuel lines are susceptible to deterioration, so make frequent checks for signs of leakage.

USGA Type A SAEJ30 is acceptable, but **USCG Type A1 SAEJ1527** is highly recommended when flexible line is used.

The shutoff valves should be readily accessible from outside the fuel tank compartment, preferably from above deck.

When the engine and fuel tank are separated by more than 12 feet, it is recommended that a second shutoff valve be installed as close to the engine as possible.

## FUEL TANK VENT FLAME SCREEN

This flame screen is simply a piece of non-ferrous metal screening. It should be periodically checked for cleanliness.

## VENTILATION - DUCTING MATERIAL

Ventilation shall be consistent with generally accepted and federally approved manufacturing processes.

Wire-wound plastic ducting material as normally installed on a pleasure craft is acceptable.

It is recommended that a not readily collapsible material be used for ducting, such as wood, P.V.C. pipe, flexible metal tubing, and rigid metal tubing. The following flexible ducting is acceptable

- Flexhaust, Type CWC
- Flexfab, FLX 1020
- Blue Max

## VENTILATION - DUCT SIZE

Minimum diameter of each duct should be:

<u>Beam (ft.)</u>	<u>Ducting Diameter (inches)</u>
up to 10'	3"
11'	3 ¼"
12'	3 ½"
14'	3 ¾"
16'	4"
18'	4 ¼"



**BILGE PUMP - INDICATOR LIGHTS**

Electrically-operated bilge pumps (2) with indicator lights that are activated whenever the pumps are operating or are activated due to a high-water alarm system are required.

The indicator lights are required at the helm position used most often.

It is recommended that at least one bilge pump be automatic and that the indicator lights, if used, be place at each helm position.

**PERSONAL FLOTATION DEVICES**

Personal flotation devices (PFDs) made of uni-cellular foam are recommended over the kapok-filled type.

**PFD MARKING**

On Documented Vessels

Each device must be marked with the name of the vessel.

On Undocumented Vessels

If your PFDs are already marked with the name of the vessel, it is recommended that the registration number also be shown.

The vessel registration number is not required on PFDs on board vessels certified prior to 1981; however, replacement PFDs must show the vessel registration number.

Any new vessel will be required to have the registration number on its PFDs. This is a minimum requirement - the vessel name may also be shown.

**RETROREFLECTIVE TAPE**

<b>Class A</b>	<b>Class B</b>	<b>Class C</b>	<b>Class D</b>
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Each personal flotation device (PFD) must have affixed, in a suitable manner, 200 square centimeters (31.5 square inches) of Coast Guard approved retroreflective material to the outside of each device and 200 square centimeters (31.5 square inches) to the inside of each device that is reversible.

**FIRE FIGHTING EQUIPMENT**

Although the bucket and line are no longer required, it is recommended that one be carried from small Class "A" fires (paper, wood, and bedding).

Halo 1301 fixed fire-fighting apparatus is not recommended nor is it discouraged. However, if you choose to install Halo 1301 fixed extinguishers, you should follow the manufacturer's instructions exactly. The ratio between canister size and compartment will not be effective and a canister that is too large may be highly toxic. It is also recommended that only Coast Guard approved systems be installed.

**FIRST-AID KIT**

The following items are recommended to include:

- CPR Mask
- Latex Medical Gloves
- Sterile Saline Solution
- 2 Units - 1" Adhesive compress
- 2 Units - 2" Bandage compress
- 1 Unit - 3" Bandage compress
- 1 Unit - 4" Bandage compress
- 1 Unit - 3 inch x 3 inch plain gauze pad
- 1 Unit - Gauze roller bandage
- 2 Units - Gauze trauma dressing
- 3 Units - Triangular bandage
- 1 Unit - Tourniquet, scissors, tweezers

The American Red Cross has made available "The American Red Cross First-Aid Kit" that is acceptable and can be acquired at any American Red Cross facility.

Other items may be carried as desired. Recommended additional items include:

- Antiseptic
- Eye dressing
- Burn Ointment
- Aspirin
- Splints
- First-aid booklet

A "unit" is a package containing one or more individual items or dressings.

## **EMERGENCY PROCEDURE LIST**

A copy of this list suitable for posting is attached.

Note: This list is the recommended minimum. Many boats will have individual characteristics which should be taken into consideration, and a list tailored to fit the situation.

## **VISUAL DISTRESS SIGNALS**

The pistol-type visual distress signal has been defined as a dangerous weapon and subject to rules of purchase, registration, and carriage as required for any handgun. The pistol-type visual distress signal is no longer acceptable and may not be carried aboard charter boats. The preferred alternative is the orange flag distress signal and electric distress light.

All visual distress signals must bear a Coast Guard approval number.

## **MARINE RADIO AND COMPASS**

**Class A      Class D**

- (1) A vessel carrying passengers for hire operating on the Great Lakes and Lake St. Clair shall have aboard a marine radio-telephone which is in good working condition. (*Currently [2006] the license is not required*).
- (2) A vessel carrying passengers for hire operating on the Great Lakes and Lake St. Clair shall have aboard a suitable marine-type compass which is in good and serviceable condition.

## ANCHOR, LINE AND CHAIN

The required anchor is intended to be a storm anchor. The anchor line must be nylon to provide sufficient elasticity for absorbing shock loads. A length of chain may be used between the anchor and line if desired.

The chart shows the recommended minimum sizes of anchor, chain and line.

LENGTH	BEAM		LINE	CHAIN	ANCHOR STYLE & SIZE	
	Sail	Power			Northill	"Danforth" Standard
10'	5'	5'	3/8"	1/4"	12 lbs.	8 lbs.
15'	7'	7'	3/8"	1/4"	12 lbs.	8 lbs.
20'	8'	9'	7/16"	5/16"	27 lbs.	13 lbs.
25'	9'	10'	7/16"	5/16"	27 lbs.	22 lbs.
30'	10'	11'	1/2"	3/8"	46 lbs.	22 lbs.
35'	12'	13'	5/8"	7/16"	45 lbs.	40 lbs.
40'	13'	14'	3/4"	1/2"	80 lbs.	65 lbs.
50'	14'	16'	3/4"	1/2"	105 lbs.	130 lbs.
60'	16'	19'	7/8"	9/16"	105 lbs.	180 lbs.

To use the chart, use the length or the beam, whichever gives the larger size.

## WATER LIGHTS

All Coast Guard-approved water lights are acceptable and recommended.

Water lights which are not Coast Guard approved are acceptable if they meet these requirements:

1. Have a flashing white strobe light with a 360° clear lens.
2. Activate automatically when thrown into the water or turned upright.
3. Operate for minimum of eight (8) hours.
4. Are capable of being attached to the ring buoy.
5. Must float by itself with the light out of the water.
6. Must be waterproof.

Note: Do not confuse the water light with the personal flotation device light; these are two distinctly different types of lights.

Some acceptable models are:

- ACR #SM-2 and 566
- Soderburg #S1307B

- Guest #301 and 375

If you have any questions concerning any of the information contained in this booklet, please feel free to contact us at:

Michigan Department of Natural Resources  
Attn: Marine Inspection Officer  
Law Enforcement Division  
P. O. Box 30031  
Lansing, Michigan 48909  
Telephone: 517-284-5994  
TTY/TDD 711 (Michigan Relay Center)

# EMERGENCY PROCEDURES CHECK LIST

## RADIO TELEPHONE DISTRESS

1. Switch to Channel 16 - Coast Guard
2. Give Distress Signal "MAYDAY" 3 times
3. Give boat, name, type, and color
4. Give position
5. Describe emergency

## MAN OVERBOARD

1. Post a lookout
2. Throw over a flotation device
3. Do not jump into the water unless it is a small child, elderly or handicapped person
4. Maneuver to return for pick up
5. Use additional markers
6. Get victim aboard
7. Call for help, if necessary

## EXPLOSION

1. Be ready to go overboard with personal flotation device (life jacket)
2. When clear of danger, account for all passengers and assist
3. Stay together

## FIRES

1. If possible, use fire extinguisher
2. If practical, jettison burning materials
3. Reduce the air supply
4. Assemble at opposite end of boat
5. Make preparation to abandon ship:
  - (a) Put on life jacket
  - (b) Signal for help by radio or any means available

## LEAKS OR DAMAGE CONTROL

1. Put on life jackets
2. Check bilge pump operation
3. Pull up all decks and floor boards in search of leaks
4. Slow or stop boat as needed; you may need to stay on plane to keep hole above water.
5. Stop engine, close sea-cock for engine cooling, disconnect hose and place end in bilge; start engine to act as bilge pump
6. Cover large hole from outside boat with mattress, etc.
7. Use radio to call for help; Channel 16 - Coast Guard

Note: FEDERAL LAW requires that the operator of a vessel carrying six (6) or fewer passengers on navigable waters provide a safety orientation to the passengers stating location of and proper donning of life preservers and the location and contents of the emergency procedures list before getting underway.