

# Boat Records Organization

Lynne Thompson

M/V North Star

Grand Banks 49' Classic

# North Star Records

## Boating Documents



- Boat records (registration, customs log, Insurance)
- Boating Contacts
- Laminated Checklists

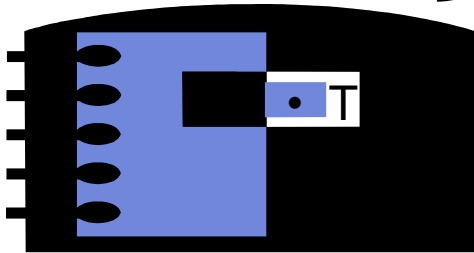
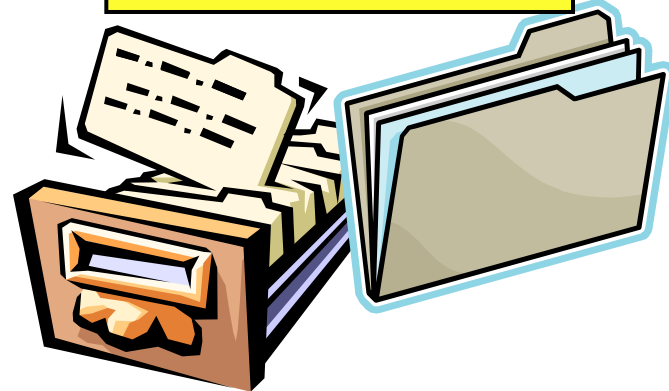


## Boat Laptop



- Nobeltec software
- Maintenance plan
- Maintenance records
- Departure log
- Checklists
- Scanned manuals (pdf)
- “Favorites” on Browser

## Equipment Manuals



Planning  
Monitoring  
List

## Spiral Notebook

- Product manuals stored on boat in file boxes

# Boating Documents



# Departure Checklist

- Latest addition – verify port fwd line removed before backing boat from slip

North Star Departure Checklist:	
<b>Engine room:</b>	
engine oil level	
transmission fluid level	
coolant level	
bilge pumps	
fuel quantity	
Float plan filed	
PFDs for each person	
Throwable rescue devices and location	
Air horn	
Documentation, registration and stickers	
Guests briefed on head, PFDs, safety, snacks/drinks	
VHF radio	
Fire extinguishers	
Flashlight	
Food and drink	
Laptop on and nobeltec ready	
Gauge positions	
Firebuoy switches in Normal position	
Detailed charts for location	
Gear stowed properly	
CB positions	
Electronics activated	
shore power off and coiled	
lines doubled for departure	
binoculars, sunglasses and hat	
sunscreen	
<b>Starting engines:</b>	
engine room blower	
key switches	
<b>After departure:</b>	
stow lines	
stow fenders	

# Customs Clearance Log

- Print and keep in boat folder

<b>North Star Customs Clearance Log</b>		
<b>Customs Location</b>	<b>Date</b>	<b>Clearance Number</b>
Anacortes	9/16/07	301020070914174000
Bedwell	7/26/08	20082080788
Anacortes	7/27/08	301020080727195000
Nanaimo	8/2/08	20082151058
Friday Harbor	8/16/08	301420080806134000
Sidney	11/22/08	20083270068
Anacortes	11/23/08	301020081123190000
Sidney	2/14/09	20090450080
Anacortes	2/16/09	301020090216191000
Sidney	5/23/09	20091430421
Anacortes	5/25/09	301020090525185000
Vancouver BC	7/31/09	20092120834
Roche Harbor	8/7/09	301420090807180000
Victoria	10/9/09	20092820194
Anacortes	10/11/09	301020091011164000



# Insurance Document

## Scan and Copy in Folder

The St. Paul Fire and Marine Insurance Company

### DECLARATIONS PAGE

Policy Number: YH02902102

Named Insured:

NORMAN E HUBBARD & LYNNE THOMPSON

Address

4628 FORREST AVE. S.E.  
MERCER ISLAND WA 98040

Producer:

WELLS FARGO INS SERVS NW

Address

520 PIKE STREET 20TH FLOOR  
SEATTLE WA 98101

Phone No. (206) 701 5000

Policy Term: From: 08/07/07 To: 08/07/08

Effective dates are 12:01 a.m. local time at the Named Insured's address shown above.

Our insurance coverages for your yacht are stated and explained only in your Marine Agreement. Your Marine Agreement consists of this Declarations page, **THE QUAY** Marine Agreement insuring agreements and any attached endorsements we issue.

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### COVERED YACHT INFORMATION

Year: 1991 Length: 49' Manufacturer: Grand Banks

Name: NORTH STAR

Mooring Location: Seattle, WA

# Original Purchase Survey

- Use to determine maintenance items in first year
- Excellent record of equipment on boat

Ronald M. Reisner, CMS Jay McEwen, CMS Matthew L. Harris, CMS Jerry Edwards, CMS John Sanford, CMS	<b>REISNER, McEWEN &amp; ASSOC., INC.</b> Marine Surveyors and Consultants 5350 30th Avenue NW • Seattle, WA 98107 USA Website: <a href="http://surveyormarine.com">surveyormarine.com</a>	Seattle (206) 2 Toll Free (800) 9 FAX (206) 2 Bellingham (360) 6
<b><i>CONDITION AND VALUATION SURVEY REPORT</i></b>		
File No. <u>P490807S</u>		
<i>This report is prepared subject to the terms and conditions on the reverse side of the last page.</i>		
Vessel Name:	<u>NORTH STAR</u>	Date of Survey: <u>August 6, 2007</u>
Hailing Port:	<u>Milwaukee, WI</u>	Official No.: <u>990302</u> Hauled: <u>Yes</u>
Location:	<u>Yachtfish Marine, Seattle, Washington</u>	Afloat: <u>Yes</u>
Requested by:	<u>Norman Hubbard &amp; Lynne Thompson; 4628 Forest Ave. SE, Mercer Island, WA 98040</u>	
Owner:	<u>Tom and Fred Engler</u>	
Builder:	<u>American Marine, Singapore</u>	Designer: <u>Ken Smith</u> Model Year: <u>1991</u>



# Trash Disposal Plan

## **Trash Disposal Plan:**

All trash/garbage generated by routine household activities will be stored onboard in the trash containers located in the galley and each head. All trash bags will be consolidated and stored in either the engine room or aft lazarette until the first opportunity to discard them properly ashore. NO TRASH will be discarded overboard into any body of water.

All used petroleum, oil and lubricants will be disposed of in approved containers on shore. While underway, used POL will be contained and stored in a safe place onboard until it can be disposed of properly when going ashore. NO POL will be discarded overboard into any body of water.

A Coast Guard approved Marine Sanitation Device (MSD) is installed and will be used at all times, in either coastal waters or open ocean. In the case of "No Discharge Zones" or if the MSD becomes inoperable, the holding tank is installed and will be used. The holding tank will only be pumped out at approved pump-out stations. No untreated waste will be discharged overboard into any body of water.

Signed:

# Boat Laptop



# Laptop



Boat Records



Boating Log



Maintenance



Checklists



Destination Planning

# Scanned Documents

- Title and Registration (Originals on Boat)
- Certificate of Documentation
- Customs Decal Request
- Boat Title
- Vessel Certificate of Ownership
- EPIRB Registration

Paper copies in Boat Folder

# Boating Log

Boating Log		North Star		Engine Hours							
Date	Departure Port	Port O'Call	Time	Port	Starboard	20Kva Gen	8Kva Gen	Weather	Persons on Board	Notes	
Aug-08	Purchase survey	Lake Union		2669	2677	1218	1711				
2/2/08	Anacortes	Deer Harbor		2717	2731	1264	1010	40F, calm winds	Norm, Lynne, Grant, Holly and Matt	No waves, ferry coming from behind and out of Shaw, sunny day	
2/3/08	Deer Harbor	Anacortes									
	oil change and service										
	Anacortes	Roche Harbor							Norman, Lynne, Grant, Marc and Christine		
4/25/08	Roche Harbor	Anacortes									
	Anacortes	Deer Harbor		2728.5	2742	1268.2	1010.5	55F, sunny, low winds	Norman, Lynne, Kimmy, Kat, Jack, Grant and Chookie		
4/26/08	Fuel reading			285 gal	285 gal						
4/26/08	Deer Harbor	Anacortes		2731	2744.4	1268.2	1010.5	57F, no winds			
5/15/08	Anacortes	Roche Harbor		2747	2733.6			68F, light winds	Norm, Lynne, Grant, Kimmy, Kat and Jack	Going to the Grand Banks Rendezvous! Departed at 4:30 pm	
6/6/08	Anacortes	Deer Harbor	4:20 PM	2740	2753.5			58F, light winds	Norm, Lynne and Grant	pumped master head at departure, red light on	
6/8/08	Deer Harbor	Anacortes	10:00 AM	2742.5	2755.8			10-15 knots, partly cloudy	Norm, Lynne and Grant	checked oil prior to departure, 400 gallons of diesel, red light still on master head, dinghy battery shorted - will replace, life raft stowed in port fwd locker on flybridge, Gone dinghy, a 39' Bayliner, had port shaft issue and look on water in Thatcher pass. Very exciting!!	
21-Jun	Anacortes	Roche Harbor	2:05 PM	2744.6	2758.1			no wind, 65F	Norm, Lynne, Jack, Grant, Mike, Lisa, Mike and Connor		
22-Jun	Roche Harbor	Anacortes	15:00					sunny, light wind, 70 F	Norm, Lynne, Jack, Grant, Mike, Lisa, Mike and Connor	couldn't start starboard engine -- starter issue. Finally started it after engine room warmed up, with APU charging battery	
29-Jun	Anacortes							Sunny 80F	Norm, Lynne, Jack, Kat and Grant	fueled dinghy, 330 gallons to boat, pumped out, filled water tanks, stbd charger replaced, stbd starter battery replaced, lots of wiring by Rowing	
2-Jul	Anacortes	Deer Harbor	11:20 AM	2752.7	2764.7	1268.7	1010.5	Light fog, 65F	N, L, K, K J, G and Chookie	doing laundry so have 20 KW powered. \$550 groceries	
5-Jul	Deer Harbor	Spencer Spit, Lopez Is	2:00 PM	315 gal	315 gal						
	Spencer Spit, Lopez Island	Anacortes	10:45 AM	2756.3	2768.5	1272.5	1010.5	Sunny, very light wind, 60F		Took off flybridge canvas, need NHD to fix fasteners for screen	
26-Jul	Anacortes	Fulford, Canada	10:30 AM					Cloudy, then sunny, light winds	N, L, Kat, Grant and Chookie	Saw Orcas in Rosario strait. Going to Fulford to meet Martin. Pumped out in Anacortes. 300 gallons each side. Cleared customs in Bedwell 20082080788	
27-Jul	Fulford, Canada	Anacortes	11:15	2764.1	2776.3	1272.8	1010.5	Light clouds with sun breaks, 60F	N, L, Kat, Grant and Chookie	Need NHD to fix y-valves to discharge overboard, added 250 gallons diesel.	
2-Aug	Anacortes	Nanaimo, Canada	10:15 AM	2768.7	2780.9	1272.8	1010.5	Overcast, sunny later	N, L, Kat, Jack and Grant	Added 101 gallons of diesel, watermaker installed and functioning. Cleared customs in Nanaimo 20082151058	
	Nanaimo	Pender Harbour								390 gallons in each tank, 15-25 knots of wind across Strait of Georgia, water breaking over boat and big waves, Pender Harbour very cute!! Stayed at Garden Bay Marina, y-valves not turning for pumping overboard	
	Pender Harbour	Laura's Cove	9:20 AM	2781.3	2793.5			Sunny 70F		Ran 20 kW generator, made tons of water, did laundry underway.	
17-Aug	Roche Harbor	Anacortes								Refrigerator broken, ran out of water, y-valves froze, upper helm unresponsive, happy to be in the U.S. Customs 301420080816134952 on 8/16	

# Maintenance Plan

- Each trip, yearly....every 10 years
- Includes run time and calendar time events
- Developed by reading other maintenance plans, talking to mechanics and late night attacks of paranoia caused by Steve D'Antonio

## Maintenance Plan

### Each Trip:

Check Oil  
Check cleanliness of engine room  
Check hoses and belts  
Exhaust water flow  
Check fuel filters for H2O or sediment  
Fuel quantity  
Start engines and run HOT to clear heat exchangers and reduce condensation

### Yearly:

Zincs  
Replace oil and oil filters, sample oil  
Sample transmission fluid  
Coolant samples (including generators)  
Transmission fluid  
Inspect fire extinguishers, including halon tank  
Check battery voltage  
Clean shore power connector w/ electrical contact cleaner then coat with silicone dielectric gel  
Inspect coolant cap for wear and replace if gaskets are bad  
raw water impeller pumps  
Exercise all stop cocks  
Test smoke and CO2 alarms  
Service fluid in upper steering system  
Service dinghy - battery, pontoon pressure, emergency gear, gas

### Every two years:

Bottom paint  
Weigh halon tank  
Engine and generator heat exchangers - drain coolant, replace, take off caps and clean out, check for frozen zincs, need gasket and o-ring for under screw  
inspect motor mounts, clear off rust and paint or CIC

### Every three years:

replace raw water pump cover plate, wear plate and cams

### Every 4-500 hours

valve adjustment (engines and generators)

### every four years:

check and adjust water on the motor

# Maintenance Record

- Record of maintenance performed
- Scan actual bills for reference
- 10% of boat cost in first year

<b>North Star Maintenance</b>		
<b>Service Description</b>	<b>Date</b>	<b>System</b>
Dinghy motor	8/15/07	dingy
fwd head new bowl seals	8/21/07	head
port engine drive plates	8/30/07	transmission
Engine Survey	9/30/07	engine
fwd shore power, firebuoy, generator blower	12/11/07	electrical
rewired port start relay, rewired port microcommander, chafe guard ignition wires	1/11/08	electrical
fireboy wiring	1/25/08	Electrical
stbd engine shutdown solenoid, port stabilizer belt, engine and gen filters, oil, gear oil, impellers, zincs, belts, hoses	2/4/08	engine, generator
vinyl letters	8-Feb	exterior
replaced props with new ones	3/24/08	props
bottom paint	3/28/08	exterior
buff hull	3/28/08	exterior
4 new AGM batteries	4/2/08	electrical
repair rudder	4/2/08	steering
rudder removal, inspect thru hulls, seacocks, steering ram leak	4/2/08	exterior, steering
inverter	4/26/08	electrical

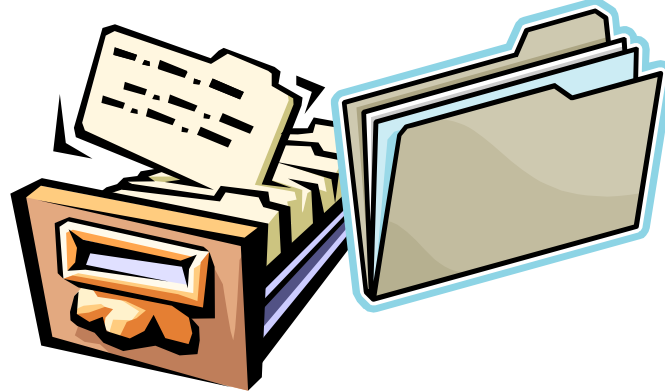
# Spare Parts Aboard

- Index by System, part type
- Work with mechanic or read books on requirements for spares

Spare Parts Aboard				
Used on	Part Type	Description	Qty Needed	Qty Aboard
Engine	Engine	Lugger L6125A (460hp) S/N 1251-0906p/0901s		
Transmission	Transmission	MPM IRM 310PL S/N 310-265p/266s		
Propeller	Propellor	Stone marine SP 20773/20774 Dia 30" Pitch 28" 4 blade	2	2
Toilet	Toilet	Vacu Flush 808 0090250		
Toilet	Pump	Sealand S12	1	
Toilet	Discharge Pump	Sealand T12	1	
Toilet	Vacuum Tank	Sealand VT	1	
Toilet	SanX Sanitation System	SX12L		
Generator	20KW	Northern Light M964/HE/20N 9642-9443		
20 kw gen	filter	lugger 24-05401		19
20 kw gen	filter	racor 2010 small fuel filter (paper)		5
Generator	8 kw	Northern Light M753-8N 7532-8477		
8 kw	filter	oil filter 24-02001		16
	Antifreeze	premix		2 gallon
gears	oil	Delo SAE 30		3/4 gallon
diesel	oil	Delo 400 SAE 15W-40		1/2 gallon



# Equipment Manuals



- Hardcopies in files on boat
- Significant manuals scanned or .pdf from manufacturer on laptop
- “Favorites” links in Browser
- A label maker is a wonderful gift!

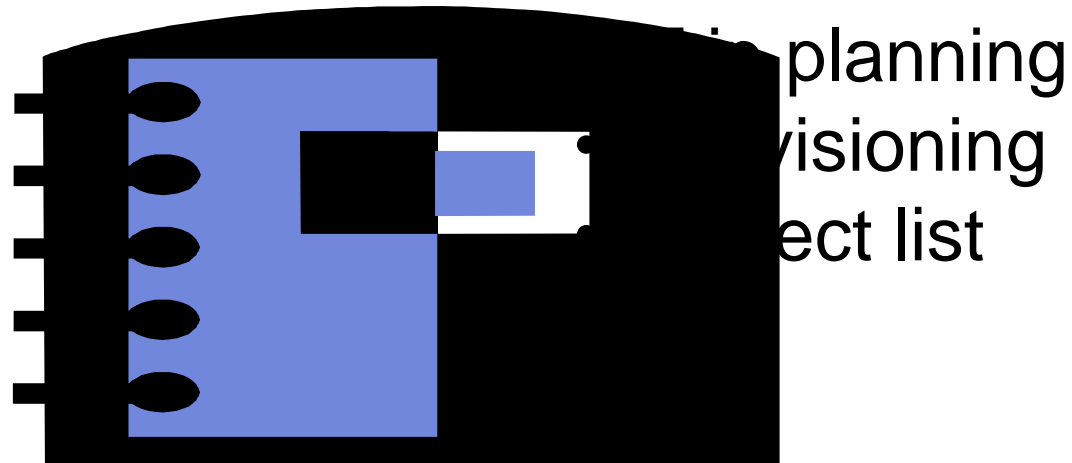
# Boat Library

- Bird, sea life, tide pool, astronomy guides
- Anchoring, rough seas, weather
- Destination guides, history for location
- Any Nigel Calder book
- Cookbooks
- CHARTS, tide and current tables



# Daily Organization

## Spiral Notebook



# Trip Planning

Date/Day	Start Location	Stop Location	Distance	Comment
Fri 7/31	Anacortes	Vancouver	72 mi	Coal Harbour Marina (reserves made) Clear Canadian customs Ch 66A 604.681.2628
		Charts 3481, 3493, 3494		
Sat 8/1	Vancouver	Garden Bay/Pender	50 mi	Garden Bay Marina Need reserves for both boats Ch 66A 604.883.2674
		Charts 3311, 3312, 3512, 3535		
Sun 8/2	Garden Bay/Pender	Laura Cove Prideaux Haven	50 mi	Anchor
Mon 8/3	Laura Cove	Roscoe Bay West Redonda Island	10 mi est	Anchor
Tue 8/4	Roscoe Bay	Teakerne Arm West Redonda Island	15 mi est	Anchor (see page 176 of Best Anchorages)
Wed 8/5	Teakerne Arm	Squirrel Cove Cortes Island	10 mi est	Anchor
Thu 8/6	Squirrel Cove	Snug Cove, Bowen Island	90 mi long run!	Union Steamship Co Marina Need reserves Ch 66A 604.947.0707
		Charts 3534, 3526		
Fri 8/7	Snug Cove, Bowen Island	Roche Harbor	60 mi est	Roche Harbor Marina (need reserves) Clear US customs Ch 78A 360.378.2155
Sat 8/8	Roche Harbor	Roche Harbor	0 mi est	
Sun 8/9	Roche Harbor	Anacortes	30 mi est	
		Total Transit	387	
		Fuel use @ 1.0 mi/gal avg	387	10 mi/hour / 10 gal/hour
		Fuel use @ .75 mi/gal avg	516	12 mi/hour / 18 gal/hour

# Provisioning

**2 Adults, 1 kid and dog**  
**8/21-8/23**

## **2 Breakfasts**

yogurt/cereal  
berries  
eggs/bacon/toast

## **2 Lunch**

soup and grilled cheese  
tunafish / corndogs

## **2 Dinners**

Fri - on road  
  
Sat - prawns from Deer  
Harbor (hot dogs as  
backup)  
salad  
smoked salmon

## **Groceries**

eggs  
bacon  
3 yogurt  
milk  
  
berries  
sandwich bread  
mixed greens  
gin

## **Fridge**

cheese  
garlic clove  
proscuitto  
smoked salmon

# Provisioning

2 Adults, 4 Kids for 5 nights  
July 2-7, 2007

## 5 Breakfasts

cereal  
eggs  
bacon  
toast  
berries  
milk  
coffee

## Snacks

chips  
cherries  
chocolate  
soda/beer  
pepperoni sticks  
goldfish  
pretzels  
apples  
carrots  
wine

## Grocery List

eggs  
bacon  
bread  
cheerios  
crispix  
berries  
milk  
chips  
candy  
sprite  
diet coke  
beer  
pepperoni sticks  
goldfish  
pretzels  
apples  
limes  
mint  
rum  
wine  
OJ  
water  
olive oil  
tomatoes  
sweet potatoes  
asparagus  
salad greens

## Pack

coffee  
filters  
jelly  
mac n cheese  
clam chowder  
spaghetti sauce  
parmesan cheese  
dressing  
cheese  
tonic  
sugar  
grater  
lemon squeezer  
cinnamon/sugar  
S&P  
balsamic

## 6 Lunches

peanut butter and jelly  
grilled cheese  
salami  
tuna  
chicken dumpling soup  
clam chowder  
mac

## 5 D

hot dogs  
salmon  
crab  
spaghetti  
steaks  
chicken breasts  
corn on the cob  
sweet potatoes  
asparagus  
salad

hot dogs  
hot dog buns  
salmon  
steaks  
chicken breasts  
corn on cob

- Longer trips are more complicated
- When we leased boats it took 6-8 dock carts!
- We never go hungry on a boat

# Food Inventory

25-Apr-08

## Inventory of extra food on boat

peanut butter  
jam (3)  
cooking oil  
sugar, brown sugar  
brownie mix (1)  
muffin mix (1)  
oatmeal  
tea  
soup (7)  
chocolate pudding (8 individ)

- Boat is 90 minutes from our house
- I forget what is available
- Prevent over buying and having food expire

mac n cheese (2)  
smoked salmon  
napkins (4)  
tequila (2)

# Project List

## Work List - updated to Jan. 09

- Keeping your boat ship shape
- Planning your time on the boat
- Calling your mechanic with one list!

new vinyl/canvas

ains

ers by battery

47" fluorescent light

water valve in aft head - corrosion

09 service engines/genset

clean bottom and replace zincs

port engine belt dust

boat wifi upgrade

glue door seals

broken plastic towel hooks

port muffler?

measure/mark anchor chain

T-leaking hot H2O line galley sink

windows - scrape/paint

fiberglass - polish

barbecue broken?

Windlass



Thank you!