

CAPTAIN'S CHECKLIST

The Captain is responsible for Hokule'a and all personnel. This list is to assist him/her to ensure the safety of the vessel and her crew. After checking each item, the Captain must sign on the last page of this form. This checklist may be useful for planning an extended ocean voyage. However, it is primarily intended for use in local waters.

As there are different types of sails (day sail, overnight sail, inter-island sail, long sail, etc.), some items may not be applicable to the type of sail being undertaken. Thus, this would be denoted by a N/A to the left of that particular item.

I. PREDEPARTURE CHECK LIST

- ☐ A. Hokule'a has Coast Guard sanction to sail local waters.
- ☐ B. PVS approval of sail received.
- ☐ C. Crew picked, informed on sail, and ready.
- ☐ D. All personnel informed on time of departure, estimated voyage time, and estimated time of arrival.
- ☐ E. Inform all personnel to arrange for own transportation home after arrival.
- ☐ F. Arrange for tow boat if needed.
- ☐ G. Approval obtained and arrangements made for anchorage.
- ☐ H. Pule performed prior to sail.
- ☐ I. Hand-held radio onboard and Aloha Tower notified of movement in or out of Honolulu Harbor. Radio license onboard.
- ☐ J. Float plan developed.

II. HOKULE'A AND EQUIPMENT

- _____ a. Hulls okay - no damage
- _____ B. All compartments completely dry
- _____ C. Two anchors and anchor lines (for bow and stern)
- _____ D. Bilge pumps checked and bilge system working. Spare pumps on board.
- _____ E. Two hand buckets and two hand bailers
- _____ F. Four securing lines, one in each end compartment and two fore and aft spring lines mid ship #4.
- _____ G. Running lights - one red/green, one white (check if working) and anchor light - extra batteries and bulbs. One bright light/lantern to shine on sails at nite.
- _____ H. Repair equipment (chaffing gear, sail patch kit, two knives, black tape, spare small line, batteries for light) in #4 port hull compartment. Wood and tools.
- _____ I. Inspect towing bridle, both line and iako.
- _____ J. Tow line in forward hatch (not anchor line)
- _____ K. Inspect sails for holes, chaffing. Repair if needed.
- _____ L. Inspect all running gear - stays, shrouds, sheet lines, etc., for secure ties and wear.
- _____ M. Open up both sails, check all lines, trice up if all clear.
- _____ N. Inspect outboard motor, mount, and check if sufficient fuel.
- _____ O. Regular paddles - at least six on board.
- _____ P. Two steering paddles and center sweep, all operational.
- _____ Q. Two secondary steering paddles, all operational.
- _____ R. Check all rails - all securely tied down.

- _____ S. All hatch covers checked and able to be secured to ensure watertight integrity of compartments.
- _____ T. Four hand light (flashlight) - operational with extra battery and bulbs, two D cell and two GV spotlights.
- _____ U. Foul weather gear.
- _____ V. Sleeping bags if needed.

III. SAFETY EQUIPMENT

- _____ A. Life jackets (one per person, stored in each compartment two per compartment located in 2, 3, 5, and 6-total 16)
- _____ B. First Aid Kit
- _____ C. Fire Extinguishers - 2
- _____ D. All safety and survival equipment

IV. SUPPLIES

- _____ A. At least twenty gallons fresh water on board.
- _____ B. Food - sufficient for trip
- _____ C. Fishing gear

V. PERSONNEL ON BOARD HOKULE'A

- _____ A. Waivers signed by each person on board.
- _____ B. Inform all personnel - No alcoholic beverages and illegal drugs while under sail.
- _____ C. Instruct all persons on man overboard procedures for day and night situations.

- _____ D. Make sure everyone knows where the life jackets and the medical kit are located.
- _____ E. Responsibilities - assign first mate/watch captains; set watches.
- _____ F. Check to see who are swimmers and who are non-swimmers (wear life jackets).

VI. ARRIVAL CHECK LIST

- _____ A. Assign watch while Hokule'a is at anchor.
- _____ B. Account for all equipment before leaving Hokule'a.
 - _____ 1. Three sweeps
 - _____ 2. Two steering paddles
 - _____ 3. All regular paddles
 - _____ 4. All life jackets
 - _____ 5. Two anchors and anchor lines
 - _____ 6. Four pumps
 - _____ 7. All lines
 - _____ 8. Hand lights
 - _____ 9. Fire extinguisher, safety survival equipment
- _____ C. Secure all equipment in locked hatch; i.e., running lights, first aid kit, and other small gear located #5 port and starboard.
- _____ D. Report unusual incidents immediately (damage, personnel, loss, etc.)
- _____ E. Put all gear in compartments if possible.
- _____ F. Trim sails - lower spars - lower or raise masts where needed.
- _____ G. All anchors and/or lines secured properly for all weather conditions.

- I or my first mate have personally checked all items above and affix my signature to attest to this fact.

Location: _____ Arrival Time: _____ Date: _____

- CAPTAIN'S CHECKLIST -

Hokule'a Master Loading Checklist

- I. WATER
- II. FOOD
- III. GALLEY EQUIPMENT
- IV. SAFETY EQUIPMENT
- V. MEDICAL SUPPLIES
- VI. COMMUNICATION EQUIPMENT
- VII. TOOLS-LINE-EXTRA SAILS
- VIII. PERSONAL GEAR
- IX.
- X.

The following codes will be used in this checklist:

- * not inventoried as of ~~6 February 1980~~
- / inventoried since ~~6 February 1980~~
- ITO ship this item to ~~Hile~~
- H LOADED ON THE HOKULE'A

I. WATER

| <u>DESCRIPTION</u> | <u>QTY</u> | <u>CODE</u> | <u>SIZE</u> | <u>REMARKS</u> | <u>LOCATION</u> |
|----------------------------------|------------|-------------|-------------|----------------|-----------------|
| Water Jug, hard plastic, 5 gal. | 40 | * | | | |
| Water Bottle, plastic, 1 gal. | 20 | | | | |
| Water catch tarp, w/hose fitting | 1 | * | 9X9' | | |

NOTE: (The gross weight of the water including the containers will be 8.5 pounds per gallon. 220 gallons times 8.5 pounds = 1870 pounds)

(Each crew member will have a one gallon plastic water bottle)

(At departure there will be 15.7 gallons of water for each person on the Hokule'a. For a thirty day trip that works out to more than two quarts per person per day.)

II. FOOD

| DESCRIPTION | QTY | CODE | SIZE | REMARKS | LOCATION |
|-------------|-----|------|------|---------|----------|
|-------------|-----|------|------|---------|----------|

III. GALLEY EQUIPMENT

| DESCRIPTION | QTY | CODE | SIZE | REMARKS | LOCATION |
|--|-----|------|------|---------|----------|
| Galley, brown wood, w/drawers | 1 | | | | |
| Primus 'Porta-Chef' 2-burner stove | 1 | | | | |
| Water kettle, stainless, whistling | 2 | | | | |
| Cooking pots w/lids (large) | 2 | | | | |
| Cooking pot w/lid (small) | 1 | | | | |
| Eating bowls, stainless steel | 16 | | | | |
| Mixing bowls, medium | 4 | | | | |
| Drinking cups | 14 | | | | |
| Eating forks | 23 | | | | |
| Eating spoons | 24 | | | | |
| Steak knife | 1 | | | | |
| Very large cutting knives | 2 | | | | |
| Wooden spoons | 6 | | | | |
| Large serving spoons | 4 | | | | |
| Ladles, 6 oz. | 2 | | | | |
| Spatulas | 2 | | | | |
| Spreader, small | 1 | | | | |
| Tongs | 2 | | | | |
| Pot holders | 2 | | | | |
| Potato peeler | 1 | | | | |
| Bottle opener | 1 | | | | |
| Can opener | 1 | | | | |
| Fish scaler | 1 | | | | |
| Cutting board, white plastic, medium | 1 | | | | |
| Hot-Pot Thermos, 'Alladin', brown | 2 | | | | |
| Sharpening Steel, large | 1 | | | | |
| Wearever cool handle | 1 | | | | |
| Igloo ICE CHEST, 68 quart, blue | 2 | | | | |
| Liquid detergent, bottle | 2 | | | | |
| Comet liquid | 1 | | | | |
| Comet | 1 | | | | |
| Galley sponges | 7 | | | | |
| Propane fuel tank for stove (#1.#2.#3) | 3 | | | | |
| Galley lamps, 'Ray-O-Vac' | 2 | | | | |

IV. SAFETY EQUIPMENT

(page IV-a)

| DESCRIPTION | QTY | CODE | SIZE | REMARKS | LOCATION |
|--|-----|------|------|---------|----------|
| Safety Line, 600' poly pro braid 3/16" | 1 | * | | | |
| Surfboard, bulky, 8 feet long | 1 | * | | | |
| Man Overboard Pole w/flag & strobe lt. | 1 | | | | |
| Five minute flares | 2 | * | | | |
| Rocket flares | 2 | * | | | |
| Whistle | 1 | * | | | |
| Sea Anchor, 3 to 4 feet in diameter | 1 | * | | | |
| Life jacket | 1 | * | | | |
| Stainless steel clips | 4 | * | | | |
| Life Jackets, orange (Type II P.F.D.) | | * | | | |
| Safety Harnesses, Full body, w/lanyard | 12 | | | | |
| Life Ring Buoys, Orange (Type IV PFD) | 2 | | | | |
| Signal Mirrors, small | 6 | | | | |
| Rescue blankets, expandable | 15 | | | | |
| Stern Light, White | 1 | | | | |
| Anchor lights, photo-sensitive, GUEST | 4 | | | | |
| Distress Marker Light, ACR-565 Strobe | 1 | | | | |
| ORANGE SMOKES, Daytime signals (4 min.) | 8 | | | | |
| PARACHUTE FLARES, Night signals (30 sec) | 13 | | | | |
| Air Horn Canister, 'Falcon' | 3 | | | | |
| PARACHUTE FLARES, Night signals (30 sec) | 11 | * | | | |
| ORANGE SMOKES, Daytime signals (4 min.) | 3 | * | | | |
| SEA DYE MARKERS, Orange, Day use | 6 | * | | | |
| Whistles, plastic | 6 | * | | | |
| Signal Mirror, large (needs new lanyard) | 1 | * | | | |
| Personal strobe lights | 7 | * | | | |
| Beam light, ACR | 1 | * | | | |
| Running light, red port, w/suction cup | 1 | * | | | |
| Running light, green starboard, w/ " | 1 | * | | | |
| Distress Marker Light, ACR-565 Strobe | 1 | * | | | |
| Anchor light, photo-sensitive, GUEST | 1 | * | | | |
| Fire Extinguishers, Tri-Class, Dry Chem | 2 | * | | | |
| Sea Anchor, LARGE yellow w/line | 1 | * | | | |
| ANCHORS, Bow & Stern, w/chain & line | 2 | * | | | |

V. MEDICAL & HEALTH SUPPLIES

| DESCRIPTION | QTY | CODE | SIZE | REMARKS | LOCATION |
|--|-----|------|------|---------|----------|
| Toilet Paper, roll | 104 | | | | |
| Ivory soap, medium size bars | 12 | | | | |
| Ivory soap, small size bars | 22 | | | | |
| SUNSCREEN, Presun gel, ½ oz. tubes | 77 | | | | |
| Antacid, Gelusil, packets of 4@ | 35 | | | | |
| Hokule'a First Aid Kit (24 unit) | 1 | * | | | |
| Dr. Pat Aiu's First Aid Kit (list below) | | * | | | |

IV. SAFETY EQUIPMENT

(page IV-b)

| DESCRIPTION | QTY | CODE | SIZE | REMARKS | LOCATION |
|---------------------------------|-----|------|------|---------|----------|
| BILGE PUMPS, portable, gray | 2 | * | | | |
| AIR HORN, 'Falcon' | 1 | * | | | |
| BAIL BUCKET, Grey w/lanyard | 1 | * | | | |
| SCUPPER PLUGS, wood | | * | | | |
| BILGE PUMPS, permanent, mounted | 4 | * | | | |

VI. COMMUNICATION EQUIPMENT

| <u>DESCRIPTION</u> | <u>QTY</u> | <u>CODE</u> | <u>SIZE</u> | <u>REMARKS</u> | <u>LOCATION</u> |
|-------------------------------------|------------|-------------|-------------|----------------|-----------------|
| EPIRB, Emergency Locator Radio, ACR | 2 | | | | |
| EPIRB Bracket, Orange | 2 | H | | | |
| V.H.F. 2-Way Radio, Installed | 1 | * | | | |
| V.H.F. 2-Way Radio, Hand-Held | 1 | * | | | |

VII. TOOLS-LINE-EXTRA SAILS-PADDLES-FLAGS-BATTERIES-MISC.

| DESCRIPTION | QTY | CODE | SIZE | REMARKS | LOCATION |
|-------------|-----|------|------|---------|----------|
|-------------|-----|------|------|---------|----------|

| | | | | | |
|-------------------------|---|---|--|--|--|
| Tool Box, Wooden, small | 2 | * | | | |
|-------------------------|---|---|--|--|--|

TOOLS (Leon: please list below)

Paddles

6

United States Flag (2 ft. x 3 ft.)

1

Hawaiian Flag (2 ft. x 3 ft.)

1

French Flag

1

*

Tahitian Flag

1

*

AA Batteries, 2 in each pack

13

D Batteries, 2 in each pack

2

6 volt Batteries

5

GL-406 bulbs

3

D Batteries, 2 in each pack

3

*

VIII. PERSONAL GEAR

| <u>DESCRIPTION</u> | <u>QTY</u> | <u>CODE</u> | <u>SIZE</u> | <u>REMARKS</u> | <u>LOCATION</u> |
|--|------------|-------------|-------------|----------------|-----------------|
| Personal Storage Buckets, 4 gal. w/lid | 44 | | | | |
| Foul Weather Gear, Jacket & Pants | 18 | | | | |
| Foul Weather Gear, Jacket & Pants | 4 | * | | | |
| Personal Lights, ACR | 9 | | | | |
| Personal Lights, ACR | 13 | * | | | |

NOTE: The P.V.S. will issue one set of Foul Weather Gear, Jacket & Pants, to each selected crew member, with the understanding that the Foul Weather Gear will be returned to the P.V.S. at the end of the voyage.

DOCUMENTATION (Note: Most items easily available so no problem.
The major items have been decided upon and will be picked up next week.)

- ☐ Tape recorders (Model chosen; looking for best deal.)
- ☐ Tape cassettes (will use 60 min cassettes; total number needed still being decided)
- ☐ Spare batteries
- ☐ Logbooks (purchased by Gordon total: 20)
- ☐ Pens and pencils
- ☐ Plastic bags,
- ☐ Rubber bands
- ☐ Cameras (personal Nikonos)
- ☐ Film (amount to be decided after crew meeting)
- ☐ Waterproof containers for storage of film, cassettes, completed logbooks, spare batteries, etc. (Question: is a standard type being used?)

EMERGENCY NAVIGATIONAL EQUIPMENT

- ☐ Sextant (personal)
- ☐ Radio receiver (Roy)
- ☐ Watch (personal)
- ☐ Navigational tables
- ☐ Charts (Gordon decide)
- ☐ Simple plotting tools
- ☐ Waterproof container (ammo box)

POLYNESIAN VOYAGING SOCIETY

BOX 6037 / HONOLULU / HAWAII 96818 / (808) 841-3966

CAPTAIN'S CHECKLIST

The Captain is responsible for Hokule'a and all personnel. This list is to assist him/her to ensure the safety of the vessel and her crew. After checking each item, the Captain must sign on the last page of this form.

I. PREDEPARTURE CHECK LIST

- ☐ A. Crew picked, informed on sail, and ready.
- ☐ B. All personnel informed on time of departure, estimated voyage time, and estimated time of arrival.
- ☐ C. Inform all personnel to arrange for own transportation home after arrival.
- ☐ D. Arrange for tow boat if needed.
- ☐ E. Approval obtained and arrangements made for anchorage.
- ☐ F. Arrange for Kahu to perform pule.

II. HOKULE'A AND EQUIPMENT

- ☐ A. Hulls okay - no damage
- ☐ B. All compartments completely dry
- ☐ C. Two anchors and anchor lines (for bow and stern)
- ☐ D. Four pumps, one in each end compartment (check if working) and two spares.
- ☐ E. Two hand buckets and two hand bailers

HAWAII



TAHITI

BICENTENNIAL VOYAGE OF REDISCOVERY
HOE AKU I KA WA'A

Page Two
CAPTAIN'S CHECKLIST

II. HOKULE'A AND EQUIPMENT (continued)

- _____ F. Four securing lines, one in each end compartment and two fore and aft spring lines mid ship #4.
- _____ G. Running Lights - one red/green, one white (check if working) and anchor light - extra batteries and bulbs.
- _____ H. Repair equipment (chaffing gear, sail patch kit, two knives, black tape, spare small line, batteries for light) in #4 port hull compartment. Wood and tools.
- _____ I. Inspect towing bridel, both line and iako.
- _____ J. Tow line in forward hatch (Not anchor line)
- _____ K. Inspect sails for holes, chaffing. Repair if needed.
- _____ L. Inspect all running gear - stays, shrouds, sheet lines, tec., for secure ties and wear.
- _____ M. Open up both sails, check all lines, trice up if all clear.
- _____ N. Inspect outboard motor, mount, and check if sufficient fuel.
- _____ O. Regular paddles - at least six on board.
- _____ P. Two steering paddles and center sweep, all operational.
- _____ Q. Two secondary steering paddles, all operational.
- _____ R. Check all rails - all securely tied down.
- _____ S. All hatch covers closed and cords secured to covers.
- _____ T. Four hand light (flashlight) - operational with extra battery and bulbs, two D cell and two GV spotlights.
- _____ U. Foul weather gear
- _____ V. Sleeping bags if needed.

III. SAFETY EQUIPMENT

- _____ A. Life Jackets (one per person, stored in each compartment two per compartment located in 2, 3, 5, and 6-total 16)

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CAPTAIN'S CHECKLIST

III. SAFETY EQUIPMENT (continued)

- ☐ B. First Aid Kit
- ☐ C. Fire Extinguishers - 2
- ☐ D. All safety and survival equipment
- ☐

IV. SUPPLIES

- ☐ A. At least twenty gallons fresh water on board.
- ☐ B. Food - sufficient for trip
- ☐ C. Fishing gear

V. PERSONNEL ON BOARD HOKULE'A

- ☐ A. Waivers signed by each person on board.
- ☐ B. Inform all personnel - No alcoholic beverages and illegal drugs while under sail.
- ☐ C. Instruct all persons on man overboard procedures.
- ☐ D. Make sure everyone knows where life jackets and medical kit located.
- ☐ E. Responsibilities - establish watches and steering with length of time for shifts.
- ☐ F. Check to see that each person on board can swim.

VI. ARRIVAL CHECK LIST

- ☐ A. Assign watch while Hokule'a is at anchor.
- ☐ B. Account for all equipment before leaving Hokule'a.
 - ☐ 1. Three sweeps
 - ☐ 2. Two steering paddles
 - ☐ 3. All regular paddles
 - ☐ 4. All life jackets

May 30, 1985

MEMO

TO : Buddy McGuire

FM : Gordon Pi'iana *Gordon*

RE : REVISION OF CAPTAIN'S CHECKLIST

INFO: Pinky Thompson

Here is my revision of the "Captain's Checklist" that was developed a few years back to aid those who captain the Hokule'a. While all the items may not be applicable to one particular situation, I feel that the checklist is extremely valuable before taking the canoe out to sea. It can be a good learning tool for anybody prepping the canoe for a sail, not just the captain or mate.

In the past, I had to develop float plans, get approval from the PVS board, notify the rescue coordination center, radio the Coast Guard every 10 hours, and submit data back to the PVS board at the completion of the sail. Things have gotten pretty easy and it seems as though the PVS board has relinquished a major responsibility. Sitting on the board makes me wonder about letting anybody take the canoe out.

I know that you, Nainoa, Leon, Norman, Dave, Kimo, and Steve have always exhibited safety and concern for Hokule'a prior to a sail. Last weekends sail, the first since October, was the worst demonstration of seamanship and command of Hokule'a that I have witnessed. Thank goodness Nainoa was there with his boat. The concern for sailing was greater than the concern for safety first.

Anyway, do what you want to do with the checklist. I have it on my computer and can input any revisions you may have.

CAPTAIN'S RESPONSIBILITIES

- 1) Health and Safety of Crew Members
- 2) Safety of the Canoe
- 3) Man-Over-Board Procedures
- 4) Regulation of Watches
- 5) Types of Watches

A) Three Watch System

- 1) It is four (4) hours on and eight (8) hours off.
- 2) Each watch will include one (1) watch captain and ~~three (3) crew members~~.
- 3) The Three Watch System will be used under normal sailing conditions.

B) Two Watch System

- 1) It is four (4) hours on and four (4) hours off.
- 2) Each watch will include one (1) watch captain and three (3) crew members
- 3) The Two Watch System will be used under heavy weather conditions.
- 4) The Two Watch System may also be used during the first few days on departure
- 5) May also be used whenever daily duties require more crew members on the watch.

example: When repairing, reinforcing, relashing has to be done on the canoe.

- 6) May also be used when more crew members are needed for tacking and adjusting to shifting winds around doldrum areas.

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CAPTAIN'S RESPONSIBILITIES

C) Emergency Watch

- 1) Under emergency conditions everyone will stay awake and assist in emergency procedures.

NOTE FOR WATCH SYSTEMS:

ALL WATCH SYSTEMS WILL BE DETERMINED BY BOTH NAINOA AND THE CAPTAIN.

SYSTEMS WILL BE CHANGED ACCORDING TO WEATHER CONDITIONS AND THE NEEDS OF THE OPERATION OF THE CANOE.

- 6) Regulation of food and water rations when needed.
- 7) Maneuvers at Sea.
- 8) Provide Daily Work Schedule for watch captain and Crew when needed.
- 9) Coordinate Activities with Escort Vessel.
- 10) Mooring
- 11) Responsible for having a complete Inventory List of Everything on the canoe before departure.
- 12) Captain will designate radio operator for each watch.
(Captain's Check List is attached.)

WATCH CAPTAIN'S RESPONSIBILITIES

- 1) Wake up calls.
- 2) Check all bilges.
- 3) To be the first person to steer on his designated shift.
- 4) Direct duties of the day. Special duties will be determined by the Captain.
- 5) Go through daily check list of canoe and safety gear.
- 6) Check all rigging both standing and running.
- 7) Provide cook when his watch is on.
- 8) Carry Out Watch duties
- 9) Keep a general log on each watch
- 10) Each watch captain will keep his own personal log and when the trip is completed he will edit his log and submit it to the PVS.
- 11) Be prepared to carry out man-over-board procedures.
- 12) Responsible for safety of crew members on watch.
Example: Using safety harness
- 13) Have crew help the cook and clean-up.
- 14) Keep captain up to date as to what needs to be done
- 15) Steering
- 16) Canoe maintenance - designate individual on watch to take care of repairs.
- 17) Assign cook for each watch.

CREW RESPONSIBILITIES

- 1) Crew responsibilities will be exactly as the watch captains, except the watch captain administers.
- 2) Crew will be assisting cook during meals and clean-up.
- 3) Pumping bilge - The bilges are to be checked twice when you get on watch and when you get off watch. During heaving weather bilges are to be checked three times.
- 4) Steering - determined by Captain and Navigator
- 5) Stay Alert - No sleeping or reading when on watch
- 6) Radio Operator - one man per watch designated by watch captain
- 7) Canoe maintenance and repairs - to be assigned by watch captain
- 3) Cook - to be assigned by watch captain
- 9) Each crew member will keep a log which you will edit and return to the PVS

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CREW RESPONSIBILITIES (continued)

Physician

Administer medical care and in charge of medical evacuation if needed.

Radio Operator

Monitor radio during each watch.

Daily written reports when needed.

Keep radio log.

Keep Captain informed of radio traffic.

Cook

All daily cooking of meals, ingredients and supplies.

Storage will be required by quartermaster.

Crew will be served three meals a day - after sunrise, noon, and before sunset.

Quartermaster/Supply

Responsible for the loading of canoe and keeping proper records of all supplies.

Carpenter

Skilled labor and craftsmanship - Keep daily maintenance reports.

Electronics

Trouble shooting - Jim Shizuru

CREW - OFF WATCH RESPONSIBILITIES

- 1) Stay Healthy
- 2) Rest
- 3) Be Quiet
- 4) Hygiene - Clothes and Body
- 5) Keep out of way of working crew
- 6) Respond to work if needed
- 7) Be prepared physically and mentally for next watch

CREW BEHAVIOR ON SHORE

1. As representatives of the Polynesian Voyaging Society and Hawaii, individuals should conduct themselves with the highest degree of caliber.
2. Crew are required to attend all functions hosted by island groups or dignitaries, as specified by Captain, Navigator, or President of the PVS.
3. Individuals residing within private homes must:
 - a. leave address and phone number with Captain
 - b. report to Captain daily for further orders relating to Hokule'a or work detail
4. Crew living within compounds, hostels and as a group are responsible for all PERSONAL GEAR. Please do not depend on others. Assist each other to maintain living quarters. Remember we are guests and living on foreign land.
5. Crew members are on CALL in the event of weather changes affecting the safety of Hokule'a. Captain will assign if needed, individuals to secure the safety of Hokule'a while in port.

DO'S AND DON'TS

- 1) No one climbs the mast unless has permission from the Captain.
- 2) No one is allowed to use the surfboard unless has permission from the Captain.
- 3) Sail calls will only be given by the Navigator and Captain
 - a) If watch captain feels a sail change should be made contact Navigator or Captain
 - b) In an emergency situation, drop the sails and notify the Captain and Navigator
- 4) No sleeping or reading while on watch
- 5) No standing on rail
- 6) Clothes hanging, washing of clothes - should not interfere with running rigging and safety lines
- 7) Harness - to be used at all times when going over board to tighten shroud lines, using bathroom, and in all emergency conditions
- 8) Use Caution when using outboard
- 9) Fishing - Keep calm, keep inexperienced crew out of the way, use gloves and designate certain crew to handle gaff.
- 10) Use buddy system while bathing in front of canoe, otherwise use aft compartment where you can be seen at all times.
- 11) Water will be rationed and controlled by the Captain
- 12) No standing on rail
- 13) Danger that may cause man over board procedure - cleaning of the solar panels - use caution

EMERGENCY PROCEDURES AND RESPONSIBILITY

Man Overboard Procedures

1. Call out and look out

First witness calls out and becomes look out for the man overboard.

2. Deploy man-overboard gear

- a) Turn on strobe light on top of man overboard pole
- b) Discharge man overboard pole and life vest, sound foghorn. Be sure lifeline from pole runs free.
- c) 1500 feet of $\frac{1}{2}$ inch teather

3. Stop Canoe

- a) Steer into wind
- b) Triest sails
- c) Deploy sea anchor
- d) Lower sails - take sails down

4. Assistance

- a) Radio escort vessel
- b) Direct escort vessel to person in water

5. The person overboard will:

- a) Remain calm
- b) Turn on personal strobe light
- c) Swim to man overboard pole
- d) Turn on lower strobe light on man overboard pole so that both strobe lights can be visible.
- e) Put on life vest and strap on lifeline on man overboard pole.
- f) Be prepared to be pulled aboard

If man overboard is either hurt or unable to swim and within reasonable distance someone will swim the surboard to him.

The surfer will be designated only by the Captain or Navigator.

NO ONE WILL GO OVERBOARD AT ANY TIME DURING THE VOYAGE.

Note: 1) Don't fall over
2) Key is to get man overboard in water quickly
3) Get canoe stopped dead in water as soon as possible.

Page Two
EMERGENCY PROCEDURES (continued)

Procedure for Lowering Sails

1. Crew must have knowledge of all running gear
 - a. Sheets
 - b. Triesting lines
 - c. Primary halyards
 - d. Secondary halyards
 - e. Lower halyards
 - f. Shroud on after mast
 - g. Collar on mast foot
2. Crew must be able to:
 - a. Identify lines
 - b. Know the purpose of the lines
 - c. Know how to operate the lines
3. Steps to Lower Sails
 - a. Slack sheets
 - b. Triest sails (main first)
 - c. Clear all running lines (halyard and cellar on foot)
 - d. Lower mizzen first
 - e. Slack shroud on mizzen
 - f. Lower main second
 - g. Secure sails on deck

THE DECISION TO LOWER THE SAILS WILL BE MADE BY THE NAVIGATOR,
CAPTAIN, WATCH CAPTAIN

Fire

1. Two fire extinguishers loaded aft
2. One located in the compartment adjacent to the galley.
3. Class A Fires - Ash, wood, fiberglass (not electrical, not oil)
USE BUCKETS OF WATER
4. Class B Fires - Radio and battery compartments, fuel tank storage area
USE FIRE EXTINGUISHER

Medical Evacuation

1. Procedure by the physician on board

Page Three
EMERGENCY PROCEDURES (continued)

Safety Officer

who

1. Responsibilities of the working order of fire equipment, bilge pumps, all safety gear and safety lights
2. All gear placed logically as indicated by the Captain
3. All gear must be recorded in the manifest
 - a) where located
 - b) working order

ALL SAFETY GEAR MUST BE EASILY ACCESSIBLE AND
IN WORKING ORDER!

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STORM CONDITIONS

1. Partially or fully triesting sails
2. Lowering and changing sails
3. Lower sails and "heave to"
 - a. "heave to"
 - b. Sea anchor (bring bow or stern into the wind)
 - c. Storm sails (to put wind on quarter to get headway and steerage way.

Dangers

1. Capsizing
2. Canoe breaking apart
3. Flooding
4. Being washed overboard

Capsizing Procedures:

1. Bow into wind - sea anchor
2. Run before the wind - storm sail forward
3. Adjusting weight
4. Keeping water out of hulls

Canoe Breaking Apart Procedures:

1. Using rope collars to support hulls to iakos (weak point is the "wai" as it is secured to the hull)

Flooding Procedures:

1. Keep hulls pumped, especially #1 and #7 port and starboard
2. Keep hatches secured
3. Keep a check on water level in all compartments

Prevent Being Washed Overboard:

1. Put on life preserver
2. Secure to vessel with safety line
3. If necessary to enter water, will use mast and snorkel that will be provided.

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DRILLS TO BE PRACTICED:

1. Man overboard
2. Lowering and changing sails
3. Fire
4. Pumping compartments

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CAPTAIN'S CHECKLIST

The designated Captain is responsible for Hokule'a and all personnel. This list is to assist him/her to ensure the safety of the vessel and her crew. After checking each item, the Captain must sign the last page of this form.

I. HOKULE'A AND EQUIPMENT DAILY TRAINING SAILS - Precheck requirements to be certified prior to departure by designated Captain

- ☐ A. Hulls okay - no damage.
- ☐ B. All compartments completely dry
- ☐ C. Two anchors and anchor lines (for bow and stern)
- ☐ D. Two portable 1 gallon per stroke Gusher Pumps, one in each compartment (check if working) and two spares and/or back up Pumps.
- ☐ E. Two hand buckets and two hand bailers
- ☐ F. Four securing lines, one in each end compartment and two fore and aft spring lines mid ship #4.
- ☐ G. Running Lights - one red/green, one white (check if working) and anchor light - extra batteries and bulbs.
- ☐ H. Repair equipment (chaffing gear, sail patch kit, two knives, black tape, spare small line, batteries for light) in #4 port hull compartment. Wood and tools.
- ☐ I. Inspect towing bridle, both line and iako.
- ☐ J. Tow line in forward hatch (Not anchor line)
- ☐ K. Inspect sails for holes, chaffing. Repair if needed.
- ☐ L. Inspect all running gear - stays, shrouds, sheet lines, bottom Spar locks, etc., for secure ties and wear.
- ☐ M. Open up both sails, check all lines, trice up if all clear.
- ☐ N. Inspect outboard motor, mount, and check if sufficient fuel.

Page Two
CAPTAIN'S CHECKLIST

I. HOKULE'A AND EQUIPMENT (continued)

- _____ O. Two steering paddles and center sweep, all operational.
- _____ P. Two secondary steering paddles, all operational.
- _____ Q. Check all rails - all securely tied down.
- _____ R. All Hatch covers closed and cords secured to covers.
- _____ S. Four hand light (flashlight) - operational with extra battery and bulbs, two D cell and two GV spotlights.

II. SAFETY EQUIPMENT

- _____ A. Life Jackets (one per person) stored in each compartment two per compartment located in 2, 3, 5, and 6 - total 16 or on Life Jacket storage line one Jacket per person aboard.
- _____ B. First Aid Kit
- _____ C. Fire Extinguishers - 2
- _____ D. All safety and survival equipment
- _____ E. Two inflatable Surf mats

III. SUPPLIES

- _____ A. At least twenty gallons fresh water on board

I or my first mate have personally checked all items above and affix my signature to attest to this fact.

Signed: _____
Captain First Mate

_____ Date _____ Date _____

Location: _____ Arrival Time: _____ Date: _____

SAFETY

SAIL CATAMARAN HOKULE'A, O.N. 571798: THE HOKULE'A IS AN EXPERIMENTAL SAIL CATAMARAN BUILT IN HONOLULU, HAWAI'I IN 1975 AS A ACCURATE PERFORMANCE REPLICA OF THE ANCIENT POLYNESIAN VOYAGING CANOES. IT IS 61.4 FEET IN LENGTH, 15.6 FEET WIDE, HAS A DEPTH OF 3.1 FEET AND IT WEIGHS 7.61 GROSS TONS. HOKULE'A IS MOLDED PLYWOOD COVERED WITH FIBERGLASS AND IS OWNED AND OPERATED BY THE NON-PROFIT ORGANIZATION POLYNESIAN VOYAGING SOCIETY OF HONOLULU, HAWAI'I.

THE FOLLOWING IS A BRIEF DESCRIPTION OF THE CANOE. THE TWIN HULLS ARE EACH SUBDIVIDED INTO SEVEN WATERTIGHT COMPARTMENTS BY SIX WATERTIGHT BULKHEADS (NOTE: WATERTIGHT INTEGRITY BETWEEN COMPARTMENTS HAS NOT BEEN TESTED). EACH COMPARTMENT HAS A WOODEN HATCH COMBING WHICH IS COVERED BY A WOODEN HATCH COVER. EACH HATCH COVER CAN BE SECURELY FASTENED IN PLACE TO IMPROVE THE WATERTIGHT INTEGRITY OF EACH COMPARTMENT. BOTH HATCH COAMINGS AND COVERS HAVE BEEN COMPLETELY REBUILT, INCLUDING REGASKETING THE COVERS WITH BETTER AND MORE DURABLE RUBBER MATERIAL. EACH COMPARTMENT HAS A THRU-DECK BILGE SYSTEM TO ALLOW REMOVAL OF WATER FROM WITHIN EACH COMPARTMENT WITHOUT HAVING TO REMOVE THE HATCH COVERS. THIS SYSTEM ALSO ALLOWS THE COMPARTMENTS TO BE AIRED OUT WITHOUT REMOVING THE HATCH COVERS. EACH HULL HAS A 22 INCH HIGH GUNWALE (MARINE PLY) WITH TWO INCH SCUPPER HOLES ON EACH SIDE APPROXIMATELY 52 INCHES APART. THE VESSEL IS EQUIPED WITH SCUPPER PLUGS WHICH ARE USED ON THE WINDWARD SIDE OF EACH HULL TO ASSIST IN KEEPING THE VESSEL WATERTIGHT. SCUPPERS ON THE LEE SIDE ARE LEFT OPEN TO ALLOW DRAINAGE OF WATER FROM THE DECKS OF THE HULLS.

IN PREPARATION FOR THE 1985-1987 VOYAGE OF REDISCOVERY PROJECT, THE VESSEL HAS BEEN COMPLETELY REFITTED. DURING THE REFIT PERIOD OF THE HOKULE'A, THEN CAPTAIN PI'IANAI'A DID MEET WITH REPRESENTATIVES OF CAPTAIN GRAY, U.S. COAST GUARD, HONOLULU, AT PIER 19, HONOLULU HARBOR, AT THE SITE OF THE CANOE. THE MEETING, 5 FEBRUARY 1985, WAS ARRANGED BY REY JONSSSEN AND DISCUSSIONS FOCUSED IN ON SAFETY CONCERNS AS IT RELATED TO THE CANOE AND PERSONNEL. I ASSURED THE COAST GUARD MARINE INSPECTORS ED MCCAULEY AND RANDAL MEINTS THAT SAFETY WAS A FIRST PRIORITY OF THE POLYNESIAN VOYAGING SOCIETY AND ALL RECOMMENDATIONS COMING FROM THEM WOULD BE ADDRESSED.

IT WAS A NATURAL PROCESS FOR PI'IANAIA TO MAINTAIN A CLOSE RELATIONSHIP WITH THE COAST GUARD AND KEEP THEM INFORMED AS TO ACTION TAKEN OR COMPLETED ON OUR END. WHILE CAPTAIN GRAY AND HIS STAFF HAVE BEEN INTERESTED AND SUPPORTIVE OF OUR PROJECT, THE PAST HISTORY OF THE HOKULE'A AND ITS ASSOCIATION WITH THE COAST GUARD WERE PRIMARILY CREATED DUE TO SAFETY REASONS OR SITUATIONS. PI'IANAIA FELT THAT COMMUNICATION BETWEEN REY JONSSSEN AND CAPTAIN GRAY SHOULD BE MAINTAINED AT THAT LEVEL.

IT SHOULD BE REMEMBERED THAT THE COAST GUARD IS THERE TO HELP US PRUDENTLY AND SAFELY PREPARE FOR THE PROJECT. IT SHOULD ALSO BE REMEMBERED THAT THEY CAN PREVENT THE CANOE FROM SAILING ON THE OPEN OCEAN. WHERE POSSIBLE, PVS SHOULD COMPLY WITH THEIR RECOMMENDATIONS.

VESSEL CONCERNS:

1. CONCERN WAS EXPRESSED ABOUT THE HATCH COAMINGS WHICH WERE NOT INSTALLED AT THE TIME.

IN A RECENT VISIT TO THE COAST GUARD BY THEN FIRST MATE STERLING AND FRANCIS CHING, AN ORAL REPORT ON THE FABRICATION AND INSTALLATION OF HATCH COAMINGS AND HATCH COVERS WAS MADE AND ACCEPTED.

2. CONCERN WAS EXPRESSED ABOUT THE METHOD OF SECURING THE HATCH COVERS TO ENSURE WATERTIGHT INTEGRITY OF THE COMPARTMENTS.

STERLING REPORTED ON THE SYSTEM THAT WOULD BE INSTALLED ABOARD THE HOKULE'A. WHILE THE COAST GUARD APPROVED OF THE DESIGN, I DO NOT KNOW IF THE SYSTEM HAS BEEN INSTALLED ABOARD THE CANOE. UPON COMPLETION THE COAST GUARD SHOULD BE NOTIFIED FOR FINAL APPROVAL.

3. CONCERN WAS EXPRESSED ABOUT THE BILGE SYSTEM ABOARD THE CANOE. AT THE TIME NO BILGE PUMPS WERE FIXED TO ANY COMPARTMENTS.

STERLING AND CHING REPORTED ON THE BILGE SYSTEM THAT HAS BEEN INSTALLED IN EACH COMPARTMENT TO ENSURE THE WATERTIGHT INTEGRITY OF EACH COMPARTMENT BY NOT HAVING TO OPEN HATCH COVERS TO BAIL WATER. THE PVC PIPES, FITTINGS, AND BILGE PUMP TO BE USED WERE SHOWN TO THE COAST GUARD AND THEY APPROVED OF THE SYSTEM. THE PUMPS AND HOSES HAVE NOT BEEN CONNECTED YET AND THE SYSTEM HAS NOT BEEN TESTED. UPON COMPLETION OF TESTING IT SHOULD BE REPORTED TO THE COAST GUARD FOR THEIR INFORMATION.

4. CONCERN WAS EXPRESSED ABOUT POSITIVE FLOTATION IN MANU AREAS FORE AND AFT.

DISCUSSION TOOK PLACE BETWEEN COAST GUARD AND PI'IANAIA AS TO WHAT TYPE OF MATERIAL WOULD BE BEST. IT WAS DECIDED THAT STYROFOAM PEANUTS (USED IN PACKING) STUFFED IN HEAVY DUTY TRASH BAGS WOULD BE BEST. STERLING REPORTED TO THE COAST GUARD ON OUR SELECTION AND THE REASONS WHY. THE COAST GUARD APPROVED. AS OF LAST WEEK, ONLY THREE MANU AREAS HAD BEEN PACKED. UPON COMPLETION THIS SHOULD BE REPORTED TO THE COAST GUARD FOR THEIR FINAL APPROVAL.

5. CONCERN WAS EXPRESSED ABOUT THE LASHINGS AND THE GUNWALES.

STERLING REPORTED TO THE COAST GUARD THAT THE GUNWALES HAVE BEEN COMPLETELY REBUILT AND THAT THE CANOE HAS BEEN COMPLETELY RELASHED. HE ALSO REPORTED ON THE NEW JOISTS AND POLA AREA. STRUCTUALLY, THE CANOE WILL BE IN OUTSTANDING CONDITION WHEN IT GOES BACK IN THE WATER.

6. CONCERN WAS EXPRESSED ABOUT A STABILITY TEST OF THE CANOE BEFORE IT IS ALLOWED TO GO ON THE VOYAGE. THIS TEST WAS ALSO MENTIONED BY THE COAST GUARD IN 1978 AND THEY HAVE NO FILES ON RECORD TO INDICATED THAT WE HAVE COMPLIED.

I RECOMMEND THAT THE CAPTAIN AND FIRST MATE OF THE CANOE MAKE ARRANGEMENTS WITH THE COAST GUARD TO GET THIS TEST DONE. AS THE CANOE IS GETTING NEW SAILS WITH A LOWER CENTER OF EFFORT, THIS MAY BE VERY IMPORTANT.

ESCORT VESSEL CONCERN:

1. PIIANAIA WAS ASKED ABOUT AN ESCORT VESSEL.

AT THE TIME, I COULD ONLY TELL THEM THAT THE POLYNESIAN VOYAGING SOCIETY WAS SEEKING ONE. HOWEVER, THE CANOE WAS BEING FULLY OUTFITTED IN REGARDS TO SAFETY NOT KNOWING THE OUTCOME OR CAPABILITIES OF ANY FUTURE ESCORT VESSEL. THE COAST GUARD SHOULD BE NOTIFIED THAT A VESSEL HAS BEEN FOUND AND ITS CAPABILITIES SHARED WITH THEM.

SAFETY DEVICES CONCERN:

1. TYPES OF SAFETY DEVICES AND GEAR TO BE CARRIED ONBOARD WAS DISCUSSED. THE COAST GUARD HAD A LIST FROM A PREVIOUS VOYAGE.

PIIANAIA ASSURED THEM THAT ADEQUATE SAFETY GEAR AND DEVICES WOULD BE CARRIED AND WOULD BE "U.S.C.G. APPROVED" IF AVAILABLE. THE CAPTAIN SHOULD SUBMIT A FINAL INVENTORY LIST TO THE COAST GUARD.

2. CONCERN WAS EXPRESSED ABOUT INFLATABLE LIFERAFTS.

STERLING REPORTED THAT THE CANOE WOULD BE THE BEST FLOATATION DEVICE IN AN EMERGENCY. HOWEVER, THE COAST GUARD RECOMMENDED TWO INFLATABLE LIFERAFTS TO BE CARRIED ON THE CANOE. THIS SHOULD BE INCLUDED IN THE FINAL INVENTORY LIST SUBMITTED TO THE COAST GUARD. AN INFLATABLE AVON WITH AN EVINRUDE 9.9 HP ENGINE HAS BEEN ORDERED FOR THE CANOE. THE CAPTAIN OF THE CANOE SHOULD DECIDE WHETHER IT IS TO BE CARRIED ABOARD THE CANOE.

3. CONCERN WAS EXPRESSED ABOUT PFD'S AND SURVIVOR SUITS, ESPECIALLY IN THE HIGHER LATITUDES. THEY RECOMMENDED THAT SURVIVOR SUITS BE CARRIED THROUGHOUT THE WHOLE VOYAGE.

PIIANAIA STUDIED HYPOTHERMIA AND TESTED THE FITZ RITE SURVIVOR SUIT CARRIED ON U.S. MERCHANT VESSELS. THEY WOULD TAKE UP VALUABLE SPACE ON THE CANOE AND WOULD BE USED ONLY IN EXTREMIS. CHING WAS ABLE TO FIND A SUBSTITUTE SURVIVOR SUIT AND FOUL WEATHR GEAR WHICH ADDRESSED SAFETY AND HYPOTHERMIA. HE REPORTED THIS TO THE COAST GUARD AND THEY APPROVED OF HIS SELECTIONS. THEY ALSO APPROVED OF HIS SELECTION OF PFD'S FOR THE CREW. ALL GEAR WILL BE FULLY EQUIPPED WITH WHISTLE, NIGHT STICK, TWO STROBES, DYE PACKS, AND REFLECTOR TAPES.

PERSONNEL CONCERNS:

1. THERE WAS CONCERN EXPRESSED ABOUT THE TYPES AND AMOUNT OF TRAINING PEOPLE WOULD RECEIVE FOR THIS PROJECT. THE 1978 REPORT OF THE SWAMPING OF THE CANOE VOICED CONCERNS ABOUT ADEQUATE TRAINING, INEXPERIENCE, SEAMANSHIP, ETC.

I EXPLAINED THAT WE HAD A TRAINING COORDINATOR AND PROGRAM IN EFFECT TO ADDRESS SPECIFIC AREAS - EMERGENCY SITUATIONS, USE OF EQUIPMENT, IDENTIFICATION OF STARS, SAILING/UNDERWAY TRAINING OF NEW PEOPLE UNDER DIFFERENT CONDITIONS, DAY SAILS, INTER-ISLAND SAILS, ETC. I DON'T KNOW WHAT EMPHSIS CAPTAIN GRAY WILL PLACE ON TRAINING FOR THE PROJECT, BUT THE CAPTAIN OF THE CANOE SHOULD BE ABLE TO RESPOND TO ANY INQUIRY AS HE ULTIMATELY WILL BE RESPONSIBLE. SEE BUDDY MCGUIRE. TRAINING COORDINATOR.

2. THERE WAS SOME DISCUSSION REGARDING SELECTION OF PEOPLE FOR CREW AND THE VOYAGES.

I EXPLAINED THAT THERE WAS A CREW SELECTION COMMITTEE, A TRAINING PROGRAM, AND CERTAIN CRITERIA THAT EXISTED AS GUIDELINES. EXPERIENCE VARIED FROM ONE INDIVIDUAL TO ANOTHER. THE CAPTAIN, MATE, NAVIGATOR, AND MAU WERE SELECTED BY THE BOARD OF DIRECTORS, POLYNESIAN VOYAGING SOCIETY. IN MY PROFESSIONAL OPINION, THERE WERE ONLY SIX PEOPLE WHO WOULD BE QUALIFIED TO COMMAND THE CANOE ON A LONG VOYAGE. ALL HAD VARYING OCEAN EXPERIENCE EITHER IN THE U.S. MERCHANT MARINES AND/OR ON SAIL VESSELS. THERE WERE OTHERS WHO HAVE SAILED ON A LONG VOYAGE ABOARD THE CANOE WHO COULD COMMAND THE CANOE IN LOCAL WATERS OR SERVE IN THE ROLE AS MATE OR WATCH CAPTAIN.

ELECTRONIC AND NAVIGATION CONCERNS:

1. AT THE TIME, PIIANAIA HAD PLANNED ON CARRYING A VHF, SSB, SATNAV, AND ARGOS TRANSPONDER. THE COAST GUARD FAVORED THE SELECTION.

AS THERE HAVE BEEN CHANGES REGARDING PIIANAIA'S PLANS AND HE HAS RESIGNED HIS ROLE AS CAPTAIN, THE NEW CAPTAIN OF THE CANOE AND CAPTAIN WRIGHT OF THE ESCORT VESSEL SHOULD SET UP PLANS ADDRESSING VARIED SITUATIONS AT SEA. PIIANAIA HAS BRIEFLY TALKED WITH WRIGHT AND HE SHOULD BE EASY TO WORK WITH. THE NEW CAPTAIN SHOULD THINK IN TERMS OF THE ESCORT BOAT BOTH BEING ABLE TO ASSIST AND NOT BEING ABLE TO ASSIST. IT IS ALSO MY PERSONAL FEELING THAT THE CAPTAIN OF THE CANOE SHOULD ALWAYS BE IN CONTROL OF THE CANOE AFTER TWO LONG VOYAGES WITH TWO DIFFERENT ESCORT VESSELS. THE FEELING THAT AN ESCORT VESSEL WILL SOLVE CERTAIN PROBLEMS AT SEA REGARDING THE CANOE CAN BE MISLEADING. THE COAST GUARD SHOULD BE INFORMED AS TO THE ELECTRONIC AND NAVIGATIONAL CAPABILITIES OF BOTH VESSELS. THE CAPTAIN OF THE CANOE SHOULD ALSO HAVE AN INVENTORY OF CHARTS, PUBS, AND NAVIGATIONAL GEAR (SEXTANT) ONBOARD IN CASE OF AN EMERGENCY SITUATION REQUIRING SUCH USE. SEE LEN WITHINGTON OF KEM'S FOR RADIO CONCERNS.