

ANNUAL TRAILER EVALUATION CHECKLIST

Instructions

Annual Trailer Evaluation (ATE) is an inspection conducted by the Vessel Operations Coordinator (VOC), Commanding Officer (CO), or their designee(s) using the approved ATE checklist.

- ATEs shall be conducted annually for trailers in active use, and should be performed in conjunction with the associated small boat's Annual Small Boat Evaluation (ASBE). An ATE is required prior to placing a trailer in active use after a prolonged period of disuse.
- Some items may not apply to all trailers. Evaluators are responsible for determining applicable items.
- Completed evaluation checklists, reports, and records of findings and recommendations, shall be signed by the evaluator, and signed and retained by the VOC/CO with a copy forwarded to and signed by the Line Office Small Boat Officer (LOSBO). Notification of the evaluation must be reported to the NOAA Small Boat Program (SBP) Coordinator. Reports shall be generated when numerous or significant deficiencies are noted then forwarded to the SBP Inspection Coordinator via the SBP Coordinator.
- Reports can be submitted through the SBP website: <http://sbp.noaa.gov/resources/inspections.html>
- The SBP Inspection Coordinator may be contacted at 206-553-7916.

Trailer Information

NAME of VESSEL ASSOCIATED WITH TRAILER		NOAA HULL REGISTRATION NUMBER	
TRAILER OWNER	TRAILER SERIAL NUMBER	TRAILER LICENSE PLATE NUMBER	
TRAILER YEAR	TRAILER MAKE	TRAILER MODEL	

Trailer Evaluation

EVALUATOR NAME	EVALUATION LOCATION	PRIOR EVALUATION DATE	EVALUATION DATE		
Task 1 – Required Documentation		Satis- factory	Unsatis- factory	Not Applicable	Comments
1.1	Records of previous inspections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Task 2 – Load Capacity		Satis- factory	Unsatis- factory	Not Applicable	Comments
2.1	Associated boat load (including engines, fuel, cargo, etc.) ≤ 85% of rated trailer capacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2	Trailer plus boat load ≤ 85% of tow vehicle capacity (vehicle capacity may differ from hitch capacity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Task 3 – Structure		Satis- factory	Unsatis- factory	Not Applicable	Comments
3.1	Inspect for damage, corrosion, broken welds, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.2	Inspect roller/bunker condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.3	Inspect tire guard/fender for tire clearance, condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Task 4 – Tow Attachment		Satis- factory	Unsatis- factory	Not Applicable	Comments
4.1	Inspect hitch, ball, and coupler condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.2	Ensure ball is proper size for coupler in accordance with tow load	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.3	Properly attach coupler to ball (jack should not be able to lift coupler off the ball)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.4	Ensure coupler lock is present and is in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Task 4 – Tow Attachment (continued)	Satis- factory	Unsatis- factory	Not Applicable	Comments
4.5 Inspect safety chains, and brake chain condition and length	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Task 5 – Tongue Jack	Satis- factory	Unsatis- factory	Not Applicable	Comments
5.1 Inspect condition of the jack, crank and cable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.2 Test jack operation, ensure proper lubrication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.3 Inspect condition of poly wheel for cracks and deformity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Task 6 – Tires and Wheel Bearings	Satis- factory	Unsatis- factory	Not Applicable	Comments
6.1 Inspect tire condition (cracks, bulges, dry rot, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.2 Tires properly inflated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.3 Tires have adequate tread (> ¼ of an inch)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.4 Lugs are lubricated and properly tightened (85 ft-lbs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.5 Inspect bearings for proper adjustment and lubrication as per manufacturer’s recommendations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.6 Inspect hub, bearing protector, and grease fitting cap	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.7 Bearings repacked within manufacturer’s recommended time frame	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.8 Check for bearing grease on tire rim (could indicate rear seal failure)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.9 Inspect spare tire condition, ensure proper inflation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Task 7 – Brakes	Satis- factory	Unsatis- factory	Not Applicable	Comments
7.1 Required if trailer plus load > 3000 lbs. or if trailer’s gross weight exceeds tow vehicle empty weight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.2 Inspect brake lines from actuator to each brake cluster	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.3 Check brake fluid reservoir level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.4 Check proper operation when connected to tow vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Task 8 – Electrical System	Satis- factory	Unsatis- factory	Not Applicable	Comments
8.1 Inspect wiring condition (look for chafing, cuts, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.2 Distance between wiring supports ≤18”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.3 Verify grounding circuit is properly attached	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.4 Verify lights function properly and are in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.5 Inspect wire harness condition and tow vehicle socket	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Task 9 – Winch	<small>Satis- factory</small>	<small>Unsatis- factory</small>	<small>Not Applicable</small>	Comments
9.1 Examine entire length of strap/rope/cable for damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.2 Ensure proper gear (clutch if electric) operation and lubrication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.3 Ensure bow eye safety chain is in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Task 10 – Miscellaneous	<small>Satis- factory</small>	<small>Unsatis- factory</small>	<small>Not Applicable</small>	Comments
10.1 Examine condition of tie downs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Task 11 – Validation			
11.1	EVALUATOR NAME	SIGNATURE	DATE
11.2	VOC/CO NAME	SIGNATURE	DATE
11.3	LOSBO NAME	SIGNATURE	DATE

Additional Comments: