

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, records of findings, and recommendations shall be signed by the evaluator; signed and retained by the VOC. The completed evaluation should be uploaded into the Vessel Inventory Management (VIM) program and signed by the LOSBO.
- Contact the SBP Inspection Coordinator for additional guidance.

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				
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				
2.2	Trailer plus boat load ≤ 85% of tow vehicle capacity (vehicle capacity may differ from hitch capacity)				
Task 3 – Structure		Satis- factory	Unsatis- factory	Not Applicable	Comments
3.1	Inspect for damage, corrosion, broken welds, etc.				
3.2	Inspect roller/bunker condition				
3.3	Inspect tire guard/fender for tire clearance, condition				
Task 4 – Tow Attachment		Satis- factory	Unsatis- factory	Not Applicable	Comments
4.1	Inspect hitch, ball, and coupler condition				
4.2	Ensure ball is proper size for coupler in accordance with tow load				
4.3	Properly attach coupler to ball (jack should not be able to lift coupler off the ball)				
4.4	Ensure coupler lock is present and is in good condition				

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

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

Task 10 – Miscellaneous	Satis- factory	Unsatis- factory	Not Applicable	Comments
10.1 Examine condition of tie downs				

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

Additional Comments: