



Charter Captain Post-Incident Documentation Checklist



You can use this checklist as a guideline to assist with documenting incidents.

Disclaimer: This checklist is provided for informational purposes only and is not legal advice. Coverage, if any, is subject to the terms, conditions, exclusions and limits of the applicable policy.

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DOCUMENT THE BASICS

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Date, time and exact location of the incident



Weather and water conditions: visibility, wind, tide, current, sea state and nearby traffic



Passenger count and names, when available



Vessel name, trip type and your role aboard the vessel

2

CAPTURE WHAT HAPPENED

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Safety briefing notes or standard procedures used before departure



Navigation details: route taken, heading/course, speed, waypoint or GPS position, and any course changes



Operating conditions: lookout, nearby vessels, dock conditions, channel conditions or obstructions



Communications with passengers, crew, owner, marina or other vessels



Photos and videos of vessel condition, damage, dock area and surroundings – when safe to take



Names and contact information for witnesses

3

SAVE THE SUPPORTING RECORD

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Medical response details and who was notified



Incident report numbers, agency contacts or official report information



Written messages, emails, logs, chartplotter screenshots and weather records



A clear timeline of what happened and what steps were taken afterward



IMPORTANT REMINDERS

- Stick to facts – never speculate or admit liability
- Save photos, videos, reports and messages (including backups) for posterity
- Report a potential claim promptly if the event may give rise to one



For claims assistance, insureds of the mariners liability program through 360 Coverage Pros Should Contact Berkley Offshore Underwriting Managers
Email: MarineClaims@BerkleyOffshore.com | Phone: (347) 380-0857

