

PRE-LOSS VESSEL DOCUMENTATION CHECKLIST

A practical file-preparation guide for marine insurance professionals

CURRENT VESSEL RECORD

■	Current overall photographs showing the vessel as she actually exists
■	Clear photos of machinery spaces, wheelhouse electronics, deck machinery and major installed equipment
■	Updated equipment or machinery inventory after significant additions or removals
■	Latest survey or condition report, when available

MACHINERY AND MAINTENANCE

■	Current main-engine and generator hours
■	Major overhaul and repair records with enough detail to show the scope of work
■	Invoices and photographs for significant machinery, steel or structural work
■	Dry-docking records, maintenance logs and major capital-improvement documentation

REGULATORY AND OPERATING STATUS

■	Current vessel documentation, certificates and endorsements
■	Inspection records and any operating restrictions or outstanding recommendations
■	Record of material changes in service, route, configuration or operating capability

IF A CASUALTY HAPPENED TOMORROW

■	Could someone who has never seen the vessel understand her current configuration?
■	Could the file establish what major machinery and equipment were aboard?
■	Could recent repairs, overhauls and improvements be verified?
■	Could pre-existing deterioration or known deficiencies be identified?
■	Could an appraiser reconstruct the vessel's pre-loss condition and value from the available record?

George's rule of thumb: Document what matters. Keep it current. Make it easy to find.