

Grounding Incident Documentation Sample for Marine Insurers

1. Vessel & Voyage Details

Vessel Name:

IMO Number:

Flag:

Type:

Date of Incident:

Time of Incident (UTC):

Location (Coordinates/Description):

Last Port of Call:

2. Incident Description

Summary of Incident:

Weather & Sea Conditions:

Reported Cause(s):

Immediate Actions Taken:

3. Damages & Assessment

Damage to Vessel:

Cargo Status:

Pollution or Environmental Impact:

4. Personnel

Name	Rank/Position	Injuries (if any)	Action Taken

5. Notifications & Communication

Authorities Notified:

Time of Notification:

Other Parties Informed:

6. Attachments / Supporting Documents

- Copy of logbook entries
- Photographs/Charts/Sketches
- Statements from crew
- Surveyor/Expert reports
- Other relevant documents

7. Additional Notes / Remarks

Prepared by:

Date: