



End-of-Charter Checklist

Complete on departure day · All items ticked before guests leave the dock

Vessel

Charter dates

Captain

1. Guest Financial Sign-Off

- APA Statement of Account compiled — itemised by category, all receipts attached
- APA Statement of Account reviewed with charterer and signed off
- Surplus refunded to charterer OR balance settled by charterer
- Receipts folder handed over — originals or complete scanned set
- Crew gratuity received and distributed
- Outstanding agent invoices noted — follow-up deadline agreed

2. Cabin Inspection — check every cabin before guests leave

- All drawers opened, cleared, and checked (top spot for forgotten items)
- Under-bed storage checked — shoes, bags, chargers are usually there
- Wardrobe and hanging space empty
- Bedside tables, reading-light shelf, and nightstand cleared
- Safe: open, empty, and left unlocked
- Bathroom: medicine cabinet, shower shelf, behind-door hook, windowsill
- Charging cables, adapters, electronics — anything left plugged in?
- Hatches and ports closed and latched

3. Common Areas & Deck

- Salon: cushions, side tables, bookshelf, magazine rack, under sofa
- Cockpit: seat cushions, under table, cup holders, helm seat area
- Flybridge: sunscreen, hats, sunglasses, personal bags
- Swim platform and bathing ladder — fins, masks, towels
- Tender: under seats, bow compartment, personal items on board
- Helm station: personal GPS devices, sunglasses, gloves, documents

4. Damage Inspection

- All cabins: surfaces, fixtures, headliner, soft furnishings — photograph anything noted
- All bathrooms: mirrors, fittings, shower screens, towel rails
- Galley: appliances, crockery inventory, glassware — note any breakages
- Deck hardware, stanchions, cleats, cushions
- Tender hull, outboard motor, dinghy equipment
- Water toys: all returned, accounted for, no visible damage

- Any damage → photograph + written quote before charter close-out

5. Vessel Handover & Owner Report

- Fuel level recorded — top-up arranged if required
- Fresh water and holding tank levels logged
- Daily log completed, signed, and filed
- Maintenance punch list finalised with urgency ratings
- Owner / management report sent same day as disembarkation

■ APA tracking & end-of-charter summary

Free Excel template (daily log + reconciliation):
scyllastar.com/how-to/apa-for-yacht-charter/