

International Group of P&I Clubs
INSTRUCTIONS TO SURVEYORS FOR COMPLETING THE SURVEY FORM

Survey Form

The Survey Form covers seven different ship types:

- Bulk / General Cargo / Container
- Oil Tanker
- Chemical Tanker
- Gas Tanker
- Reefer
- Ro-Ro
- Passenger / Ro-Pax

The Survey Form consists of four individual parts:

PART A

Section 1. Vessel particulars and Crew Matrix

Section 2. Circumstances of Survey

Section 3. Executive Summary

PART C

Section 5. Survey Questionnaire – specific ship types

PART B

Section 4. Survey Questionnaire – all ship types

PART D

List of Defects

Software Requirements

Please use the latest version of **Adobe Acrobat Reader** (free software that can be downloaded from www.adobe.com).

Latest version of Survey Form

The Survey Form is under regular review - please always ensure that the latest version is used. The instructing Club will normally provide information with regard to the location of the latest version.

Completing the Form

Part A Section 2

Please list Items marked NI in the “Areas Not Inspected” part of this Section, including the item number, description and reason for not being inspected.

Part A Section 3

Following completion of the survey and based on your overall impression of the vessel, please rate the ten areas listed in section 3.1 using the following criteria:

1	Excellent	Excellent condition in all respects and managed in accordance with industry best practices
2	Good	Good condition and vessel managed to a good standard, may require only minor remedial measures
3	Fair	Fair condition but considered acceptable subject to a number of remedial measures
4	Poor	Poor condition and / or poor vessel management standard; may require serious issues to be addressed immediately
5	Very Poor	Very poor condition and / or very poor vessel management standard; may present unacceptable risks that require immediate attention

If you are of the opinion that an area cannot be confidently assessed due to limited time available for the survey or other circumstances rendering the rating impossible, you should leave the relevant box blank.

The reason for not having surveyed / assessed any area(s) should be included in Part A Section 2 Circumstances of Survey.

Parts B and C Sections 4 and 5

You should tick one of four boxes:

Y	Yes	Available, implemented and entirely satisfactory in both condition and compliance with regulations etc.
N	No	Not implemented or not satisfactory due to poor condition or non-compliance with regulations etc.

NA	Not	Does not apply to this ship.
NI	Not	Item not assessed / not available.

For any items marked “NO”, you are encouraged to provide additional information and clarification in the remarks column provided. A “NO” relevant to the safety of the crew, the cargo or the environment will normally generate a defect in PART D – List of Defects.

Space is provided for “Additional Information” below each section to help assist with the overall assessment of the ship and its management.

Part D – List of Defects

The List of Defects must be completed and handed over to the ship’s master / owner’s representative upon completion of the survey.

Item numbers in the List of Defects must correspond to item numbers in the Survey Questionnaire and should be in numerical order. Items that are for information only (and which do not constitute defects) must not be included in the List of Defects. Items that are NI (Not Inspected) must not be included in the List of Defects.

Weathertightness testing of hatch covers (where appropriate)

Where appropriate, hatch covers are to be weathertightness tested using ultrasonic equipment (where available, state equipment make / model in “Additional Information”) unless otherwise agreed with the Club beforehand. Equipment should be appropriately calibrated and tested before use.

Preliminary Report

The Preliminary Report consists of Part A, the List of Defects (Part D) and the ultrasonic weathertightness report if applicable. This report must also detail any tests / inspections that could not be conducted at the time of the survey. The Preliminary Report must be emailed to the Club within 24 hours of completion of the survey.

If at any time before submitting Parts A & D, you form the opinion that the vessel presents unacceptable risks to the Club (which also includes any individual score of 5 or a total score of 35+), you should immediately inform the Club by the best / quickest means available. This requirement is in addition to emailing Parts A & D within the 24 hours of completing the survey.

Final Report

The Final Report consists of Part A, the Survey Questionnaire (Part B & C), the List of Defects (Part D), the ultrasonic weathertightness report if applicable, the Photo album and any additional enclosures (if appropriate).

The Final Report should be e-mailed to the Club within two weeks of completion of the survey and preferably earlier where possible. The appropriate invoice for the survey should accompany the Final Report.

Photographs

Photographs should be included in a single document, appropriately sized and captioned. Enclosures and scanned images should only be included if the document is related to a defect.

Quality Control

Appropriate quality control should be carried out to avoid obvious mistakes before the report is submitted.

Non disclosure

The results of the survey should not be disclosed to any third party.