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# Part B

## Survey Questionnaire

### All ship types

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Ship name:

IMO No:

Date survey completed:

Survey port:

Surveyor's name:

Survey company:

Surveyor's ref. number:

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Order club:

Club ref. no.:

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## 4. Survey Questionnaire - All ship types

### 4.1 Class and Statutory Certificates

		Y	N	NA	NI	Remarks
4.1.1	Are the relevant class and statutory certificates valid?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.1.2	Are certificates clean and without any conditions, recommendations, exemptions or memoranda immediately affecting safety of life, ship, cargo or environment?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Additional information</b>						

### 4.2 Shipboard management (Section to be completed taking into consideration time under present management)

		Y	N	NA	NI	Remarks
4.2.1	Are internal audits carried out at regular intervals and are they satisfactorily reported?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.2.2	Are safety meetings carried out at a regular interval and a protocol kept?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.2.3	Are non-conformity / accident / near accident reports raised and handled in a satisfactory manner?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.2.4	Are Masters' Reviews carried out and satisfactorily reported?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.2.5	Is a Planned Maintenance System (PMS) implemented and kept up to date?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.2.6	Does the vessel have a Critical Equipment List as required by the ISM Code?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

- 4.2.7 Is efficient access control in place?
- 4.2.8 Are there contingency plans onboard to deal with emergencies and spills, as applicable?
- 4.2.9 Is a muster list available, current and prominently posted in relevant areas?
- 4.2.10 Is an adequate emergency command structure in place?
- 4.2.11 Are fire control plans posted, properly maintained and also available externally?

**Additional information**

**4.3 Crew**

**Y N NA NI Remarks**

- 4.3.1 Are at least officers proficient in Maritime English to communicate efficiently?
- 4.3.2 If crew is multinational is there a common language understood by all?
- 4.3.3 Does the company have a briefing / de-briefing policy for Master/Chief Engineers prior to joining/after signing off?
- 4.3.4 Is random or specific drug and alcohol testing carried out?

**Additional information**

**4.4 Safe Working**

		Y	N	NA	NI	Remarks
4.4.1	As observed, are safe working practices, including work permit procedures, implemented and adhered to?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.4.2	Are portable oxygen and gas detection meters, appropriate to the vessel type, provided and regularly calibrated?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.4.3	Is relevant personal protective equipment and clothing, appropriate to the vessel type, provided and in use?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.4.4	Is adequate lighting provided throughout the vessel?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.4.5	Are alarms from cold stores and freezers in satisfactory condition?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.4.6	Is CO2 installation protected against unauthorized release?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.4.7	Are walkways, stairways, catwalks, ladders, platforms and handrails, as applicable, in apparent satisfactory condition throughout the vessel?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.4.8	Are mobile safety guards such as rails, lines and wires etc, provided and in use?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.4.9	Are derricks, cranes and other lifting equipment properly maintained / marked? Have periodical inspections and testing been carried out?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

4.4.10 Are accommodation/pilot ladders, gangway, etc. in apparent satisfactory condition?

4.4.11 Does the vessel regularly receive Club loss prevention publications and are they visibly in use? (For comment only, not considered a defect if publications not available.)

**Additional information**

**4.5 Hygienic Standard and House Keeping**

Y N NA NI Remarks

4.5.1 Are crew galley and pantries clean and tidy? Is fitted equipment in apparent satisfactory condition? Are suitable food handling procedures in place?

4.5.2 Are provision and cold stores clean, tidy and maintained to correct temperature?

4.5.3 Is the general house-keeping standard, including sanitation, satisfactory?

**Additional information**

**4.6 Fire Safety**

Y N NA NI Remarks

4.6.1 Is the fire detection system in satisfactory condition?

4.6.2 Are fire pumps, mains, hydrants and monitors in good operational condition?

4.6.3 Are fire stations in tidy condition and is it evident that the fire fighting equipment has been tested in connection with fire fighting drills?

4.6.4 Is the self-contained breathing apparatus in good condition sufficiently charged and cylinders within test date?

4.6.5 Are emergency escape sets provided?

4.6.6 Are fire extinguishers and fire hose lockers in apparent satisfactory condition?

4.6.7 Are fixed fire-extinguishing systems in apparent satisfactory condition with release instructions posted?

4.6.8 Are combustible and hazardous liquids stored in designated spaces and provided with Material Safety Data sheets?

4.6.9 Are acetylene and oxygen bottles stored in well ventilated and separate designated places?

4.6.10 Are main and emergency exits clearly marked and unobstructed?

4.6.11 Is the fire integrity, including fire doors, fire dampers, shutters and bulkhead penetrations (where visible) throughout the vessel in apparent satisfactory condition?

**Additional information**

## 4.7 Life Saving Appliances

		Y	N	NA	NI	Remarks
4.7.1	Are lifeboats and davits, including MOB boat(s), in apparent satisfactory condition?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.7.2	Has the manufacturer or their approved representative serviced the on-load release?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.7.3	Are life rafts and hydrostatic releases properly secured / fitted and in apparent satisfactory condition?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.7.4	Are life buoys of approved type in various locations and in a satisfactory condition?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.7.5	Are life vests of approved type, properly stowed and sufficient in numbers?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.7.6	Is the medicine locker sufficiently stocked, tidy and in date?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.7.7	Are signs for safety equipment in place marked with IMO symbols and instructions written in the working language of the vessel?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.7.8	Are emergency escape route fluorescent markings fitted and in a satisfactory condition?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<b>Additional information</b>						

## 4.8 Pollution Control

		Y	N	NA	NI	Remarks
4.8.1	Are save-alls in satisfactory condition and are deck scupper plugs available?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.8.2	Is the vessel apparently free from any hull, bulkhead, valve or pipe-line leakage, including hydraulic lines, liable to cause pollution or affect safe operations?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.8.3	Is the vessel provided with a class approved SOPEP / SMPEP and or, if applicable, a VRP?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.8.4	Is sufficient oil spill clean-up equipment available as per the SOPEP / SMPEP Manual?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.8.5	Is the Oil Record Book Part I (and, if applicable, Part II) properly filled out and up to date?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.8.6	Are bunkering / oil transfer procedures in place, and if observed, adhered to?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.8.7	Is oily water separator in apparent good condition, instructions posted and 15ppm monitor calibrated? Can vessel staff demonstrate how to display the electronic data history of the OWS if so equipped?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.8.8	Is a Garbage Management Plan in place and is the Garbage Record Book up to date?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.8.9	Are appropriate procedures in place for switch over to low sulphur fuel when trading in relevant areas?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	



4.8.10 Is there an approved Ballast Management Plan on board and is the Ballast Water Record Book properly completed as appropriate?

**Additional information**

#### 4.9 Bridge, Navigation and Communication

Y N NA NI Remarks

4.9.1 Is bridge and communication equipment in apparent good order?

4.9.2 Is there an apparent working system in place to correct nautical charts and publications?

4.9.3 If fitted, does ECDIS comply with statutory requirements?

4.9.4 If fitted, is ECDIS in apparent working order?

4.9.5 If applicable, have officers undergone an approved ECDIS training course and type specific familiarisation?

4.9.6 If fitted, is the Bridge Navigational Watch Alarm System in apparent working order?

4.9.7 If fitted, is the Voyage Data Recorder operational?

4.9.8 If VDR is fitted, is the Master aware of how to save and retrieve data in the event of an incident?

- |        |   |                       |                       |                       |                       |
|--------|---|-----------------------|-----------------------|-----------------------|-----------------------|
| 4.9.9  | Are regular checks on VDR operation implemented and recorded to ensure that the complete dataset is being correctly recorded? Date of last check? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4.9.10 | Are Bridge Procedures, Company and Master's Standing Orders in place and followed?  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4.9.11 | Are navigation lights in a satisfactory condition?  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4.9.12 | Is passage planning properly carried out and covering berth to berth?   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4.9.13 | Is emergency communication between bridge-engine room and bridge-steering gear room satisfactory?   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4.9.14 | Is external weather routing in use for ocean voyages? (For comment only, not considered a defect if weather routing not used.)                    | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4.9.15 | Is the vessel's condition verified and recorded including trim, list, draft and intact stability?   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

**Additional information**

**4.10 Hull and Deck**

- |        |  | Y                     | N                     | NA                    | NI                    | Remarks |
|--------|--|-----------------------|-----------------------|-----------------------|-----------------------|---------|
| 4.10.1 | Is the visible condition of shell plating apparently satisfactory? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |         |
| 4.10.2 | Is the visible condition of deck plating apparently satisfactory?  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |         |

- 4.10.3 Are hull markings legible?
- 4.10.4 Are vents and air / sounding pipes on deck in satisfactory condition with efficient closing devices and clearly marked with the compartment they serve?
- 4.10.5 Are deck wiring, piping and cable runs in apparent satisfactory condition?
- 4.10.6 Are hatch covers, coamings, stays and connections to deck plating free of cracks / heavy corrosion?
- 4.10.7 Are weathertight doors and stores hatches fully operational and providing effective sealing?
- 4.10.8 Are windlasses, winches, rollers, fair leads, capstans, bollards and mooring lines in apparent satisfactory condition?
- 4.10.9 Are satisfactory emergency towing arrangements in place and in apparent satisfactory condition?
- 4.10.10 Are suitable vessel specific emergency towing procedures in place?
- 4.10.11 Are visible sections of anchor cables in apparent satisfactory condition?

**Additional information**

#### 4.11 Ballast Tanks & Void Spaces

		Y	N	NA	NI	Remarks
4.11.1	Are tanks and void spaces inspected apparently free from significant wastage, pitting and scale?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.11.2	Is the corrosion protection (coating / anodes) in apparent satisfactory condition?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.11.3	Is the inspected steel structure apparently free from buckling/fractures / doublers/temporary repairs/ poor alignment etc.?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.11.4	Are manhole covers in apparent satisfactory condition?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.11.5	Are tanks free from any sign of oil contamination?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.11.6	Is pipe work passing through tanks / void spaces in apparent satisfactory condition?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.11.7	Are ballast valves (hydraulic / manual) and actuating systems, if appropriate, in apparent satisfactory working condition?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

#### Additional information

#### 4.12 Machinery Spaces

		Y	N	NA	NI	Remarks
4.12.1	Are engine compartments, including bilges, clean tidy and free from combustible materials?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.12.2	Is main and auxiliary machinery in apparent good condition and free from significant oil or water leakages and/or temporary drains?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

- 4.12.3 Is the engine monitoring and control system fully operational and regularly tested?
- 4.12.4 Is main switchboard protectively located and surrounded by non conducting mat?
- 4.12.5 Is main switchboard earth fault monitoring equipment operational and indicating a satisfactory status?
- 4.12.6 Are self closing devices of sight glasses on all oil tanks fully operational?
- 4.12.7 Are self closing devices on engine room sounding pipes fully operational?
- 4.12.8 Are exhaust manifolds on machinery free from leaks and shielded with intact insulation?
- 4.12.9 Are FO / LO pipes and flanges adequately shielded?
- 4.12.10 Are FO / LO purifiers and FO heaters / LO coolers and filters in apparent good condition?
- 4.12.11 Are engine spares properly stored and well secured?
- 4.12.12 Are ER pipe systems, sea suction and overboard valves free from apparent deterioration, leaks, temporary repairs and cement boxes?

4.12.13 Are ER gratings in place secured and in a clean and safe condition?

4.12.14 Is the steering gear free from hydraulic leaks and in apparent satisfactory condition? Are instructions and equipment for emergency steering provided?

**Additional information**