

P&I club Inspection survey

Instructions for Condition & Pre-Entry Surveys

Objectives

The objective of the ----- P&I Insurance ship inspection is to assist members in identifying areas of potential loss and enable them to take the necessary preventive and corrective action.

General

1. The inspection will normally be arranged when ships are in service. It is important that **NO** delays either to cargo operations or to the ship's schedule are caused by the inspection.
2. Ships which are in dry-dock or undergoing repairs are to be inspected towards the end of the repair period.
3. The Club requires a general inspection of the ship which should be completed in not more than **ONE** working day by **ONE** inspector. Any longer periods, or use of additional inspectors should be agreed with the Club's managers in advance.
4. Inspectors should liaise with local agents or the Owner's representative in order to attend the ship at the most appropriate time.
5. **Prior boarding the vessel, the Surveyor should liaise with the Master to keep ready for inspection either / or Fore Peak Tank, Aft Peak Tank and at least two other ballast tanks.**
6. The inspection should be conducted during daylight hours only, except when agreement has been made in advance with the facility.
7. Inspectors should make every effort to avoid disrupting crew members rest hours. The minimum rest hours required by STCW must always be observed.
8. ISPS requirements call for the ship to be aware, in advance, of all persons intending to visit the ship. It is therefore essential upon receipt of instructions from the Club, that inspectors acknowledge receipt **by return**, indicating the name of the attending inspector.

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9. The inspector should liaise with the assured and/or their brokers for obtaining documentary information prior to going on board. This will allow him to allocate more time for the actual inspection with concentration on the visual inspection, tests and high risk items and enable his onboard survey in keeping with the vessel's schedules.

The Inspection

1. On boarding the ship, the Inspector should make his presence known to the gangway watchman and produce photographic ID. He should comply with any search requests made by the ship's security staff. He should then be escorted to the Master's, or his representative's, office, before starting the inspection.
2. An opening meeting should be held with the Master and or senior officers where the scope and extent of the inspection is explained. A similar closing meeting should be held at the end of the inspection, where the findings are discussed with the Master.
3. Using the Ship Inspection record as a guide, the inspector should then conduct the inspection in the order most convenient to minimise disruption to the Master and crew.
4. If, during the course of the inspection, should the inspector discovers **high risk** findings which are considered to pose an unacceptable risk and likely to result in an imminent significant Claim, the Club's managers **MUST BE INFORMED** as soon as possible, by phone. This advice should be followed up in writing detailing the problem and the Master's intentions for immediate remedial action
5. Inspectors are reminded that they should observe local port, terminal and ship's safety regulations. In the absence of such regulations the Inspector shall carry out the inspection at all times following best safety practices.
6. The Inspector shall fully observe all safety rules and precautions governing the use of electrical equipment in possible gas hazardous areas. Only "intrinsically safe, ex-certified" equipment should be used.
7. Inspectors should always request to be accompanied by a ship's officer during their inspection and also allow Owner's representatives to accompany them, if requested.

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8. Tests should be limited to operational checks (e.g. engine room bilge alarms, cargo hold bilge alarm, emergency fire pump, emergency generator, emergency lighting) and those indicated in the inspection check list (steering gear) and other equipment should serious doubts arise.
9. If particular areas appear to be well maintained and operational then it will be beneficial, due to possible time constraints, to limit testing to the more important items or those whose condition gives cause for concern. With respect to certain tests and depending on the vessel's condition at trade at the time, the surveyor should use his/her judgement to determine if the actual tests are required given the records on board.
10. The Inspector should use his/her knowledge and experience to determine if a real "defect" exists and consequently if a recommendation is required.

The Inspection Documentation

The full documentation shall be submitted electronically and consists of 4 parts

- Part A – Condition Survey Report Form
- Part B – Survey Questionnaire for all types of ships
- Part C- Ship Specific Questionnaire
- Part D – Summary of condition survey and summary of findings.

Additionally, a captioned photograph album / photocopies or diagrams as appropriate.

Inspectors should use the Club's forms only and not attach their own logos nor amend questions or numbering.

Part A – Condition Survey Report Form

The condition survey report form requires the surveyor to fill in the ship particulars. The second part of the form contains the risk assessment table which is required to be submitted as part of the preliminary report to the club.

Part B – Survey questionnaire for all types of ships

The survey questionnaire for all types of ships consist of a checklist divided into

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sections, each section lists common areas and activities where a typical loss may be experienced.

Part C – Ship Specific Questionnaire

The ship specific questionnaire is wholly related to the cargo worthiness of the ship. This section is divided into parts for different types of ships and the specific part will be sent to the surveyor for use during the survey.

Part D - Summary of condition survey and summary of findings.

The final is the summary of condition survey which is a summary descriptive report to be submitted as part of the preliminary report.

If a deficiency has already been identified and recorded by the ship's staff and which can be rectified with existing resources onboard, the inspector should still record this as a Finding. Any plans by the company for rectification of a deficiency should be included in the Summary of Findings report.

The whole purpose of this format is to allow the inspectors to verify condition, procedures and activities quickly and reduce the administrative burden. The inspection record forms will be updated on a regular basis.

The Summary of Findings

The Summary of Findings report will contain information gathered during the completion of the Ship Inspection Record. It should be a brief summary of the vessel after the survey. It should clearly state any deficiencies found, including anything related to crew and management. It is important that the nature and the extent of the defect are clearly stated so that it is apparent to the owners and to P&I.

Each defect item or recommendation if any should be indicated as immediate /urgent/non-urgent/ dry-dock (repair period). P&I will further define these when communicating to the Assured. The normal periods are immediate – 7 days, urgent – 30 days, non-urgent – 90 days, dry – dock – next scheduled dry-dock or repair period.

The last page(s) of the form with the list of defects must be signed for receipt by the Master or any other manager's or owner's representative and the original returned to

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P&I's managers. If a signature is refused or is unobtainable this should be stated with the reason. A copy of the signed page(s) should be left with the person signing with the request that it is passed to the ship's managers or operators.

The recorded findings should be statements of fact alone and not contain comments requiring repair or rectification.

The Photograph Album

When regulations and safety conditions allow, a selection of labelled, digital photographs should be taken to show the general condition of the ship. These should number about 100 to 150 and be submitted with 6 photographs per page in a single document. To reduce the file size of the photograph album, inspectors are advised they may submit photographs in the format which uses the least number of pixels on a digital camera. Photocopies of plans or diagrams to supplement a report are extremely helpful especially a general arrangement plan. If information is required from the vessel or owners/managers once the surveyor has departed the vessel, then the vessel's owners / managers should be requested to forward these directly to P&I.

Completion & Submission of Reports

1. Upon completion of the inspection, the summary of findings in Part D should be completed and a copy of the Summary of Findings handed over to the Master (This may be hand written).
2. Within 24 hours of the completion of the inspection, the surveyor should e-mail the completed Risk assesment in Part A, the whole of Part D and a small number of photographs highlighting any findings / deficiencies that may have been found.
3. Additionally, within 7 days of completion of the inspection all the completed Parts A, B, C, D and album containing Captioned Photographs should be submitted to the Club as e-mail attachments.

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No further documents are required unless there are significant deviations identified and where the addition of Objective Evidence will enhance the report.