

# INSTRUCTIONS TO SURVEYORS FOR COMPLETING THE SURVEY FORM

## 1. Survey Report Forms

Report forms have been developed for seven (7) different ship types:

1. Bulk/General Cargo/Container
2. Reefer
3. RoRo
4. Oil tanker
5. Chemical tanker
6. Gas tanker
7. Passenger/Ro-Pax

The full condition survey report consists of four (4) individual parts;

**PART A**      **Section 1. Vessel particulars**  
**Section 2. Circumstances of Survey**  
**Section 3. Executive Summary.**

**PART B**      **Section 4. Survey Questionnaire – all ship types**

**PART C**      **Section 5. Survey Questionnaire – specific ship types.**

**PART D**      **List of Recommendations**

The List of Recommendations must be completed and handed over to the ship's master/superintendent upon completion of the survey.

Item numbers in the List of Recommendations must correspond to item numbers in the Survey Questionnaire.

## 2. Filling out the Forms

For sections 4-5 the surveyor is required to tick one of four boxes:

<b>Y</b>	Yes	Available, implemented and entirely satisfactory in both condition and compliance with regulations etc.
<b>N</b>	No	Not implemented or not satisfactory due to poor condition or non-compliance with regulations etc.
<b>NA</b>	Not applicable	Does not apply to this ship.
<b>NI</b>	Not Inspected	Item not assessed/not available.

For any items ticked “**No**” it is normally required that the surveyor provides additional information and clarification in the remarks column provided.

Further, a “**No**” relevant for the safety of the crew, the cargo or the environment shall normally generate a recommendation in PART D - List of Recommendations.

## 3. Remarks

Space is provided after each item and below each part in section 4-5 as these help assists with the overall assessment of the ship and her management.

#### 4. Survey Summary - rating

Following completion of the survey and based on the surveyor's overall impression of the vessel, the surveyor is requested to rate the ten (10) areas listed in section 3.1.

1 - Very good	Satisfactory in all respects
2 - Good	Some minor issues to address
3 - Fair	Acceptable subject to remedial measures
4 - Poor	Serious issues to address
5 - Very poor	Unacceptable in present condition

In the event that the surveyor has not fully assessed an area due to limited time was available for the survey or other circumstances rendering the rating impossible he should leave the relevant box blank. In PART A, section 2, Circumstances of the Survey, the reason for not having surveyed/assessed an area(s) should be written.

#### 5. Reporting

- a) The Preliminary Report consists of the completed Condition Survey Report Form (PART A) and the List of Recommendations (PART D) The preliminary report should be e-mailed to the Club within 24h of completion of the survey.
- b) The Final Condition Survey Report consist of Part A, the Survey Questionnaire (PART B & C), The List of Recommendations (PART D), the Photo album plus additional enclosures. The Final Condition Survey Report should be e-mailed to the Club within two weeks.
- c) Enclosures, scanned images, only to be included if the document is related to a recommendation.
- d) Photos must be gathered as an album with descriptive text and in a PDF format
- e) NB! No hard copy of the survey report to be issued

#### 6. Software Requirements – important!

The enclosed Survey Form is designed as a dynamic PDF document. To complete the report **Adobe Acrobat 7.0** or higher is required. This is commercial software available at [www.adobe.com](http://www.adobe.com). NB! The free Acrobat Reader will not work.

For compiling photo albums with descriptive text we recommend **PrintStation**, software which can be purchased at [www.picmeta.com](http://www.picmeta.com).

#### 7. Updates and developments

The Condition Survey Report Form may be updated at any instance hence the Surveyor must always ensure that the latest version is used. The instructing club will normally provide information with regard to the location of the latest version of the form.