



Updated: November 2025

Instructions to Surveyors for completing the P&I condition survey and reporting

The P&I Condition Survey Report Forms have recently been updated. The following provides general guidance for surveyors in completing and submitting the survey forms. The detailed instructions for condition surveys will continue to be provided via instruction letters considering the relevant details of the survey on a case-by-case basis.

Survey forms

The updated Condition Survey Report Forms cover different types of vessels and various additional surveys (e.g., bulkers, chemical, gas and oil tankers, passenger ships, container ships, tugs and barges, Tow-approval survey, Lay Up Risk Assessment, etc.) and consist of several parts that are primarily based on the standard International Group (IG) survey forms that include the following sections:

- **Sections 1 through 3 (previously known as Part A)**
 - **Section 1.** Vessel particulars and Crew Matrix
 - **Section 2.** Circumstances of survey
 - **Section 3.** Survey summary
- **Section 4 (previously known as Part B)** of the Condition Survey Report Form will be completed to summarize the vessel's, ship's management and crew particulars with various sub-sections specific to the vessel's ship type.
- **Section 5 (previously known as Part C)** covers items specific to the ship's type, depending on purpose and cargoes carried onboard, and includes sub-section of "Safety and operational tests".
- **Section 6** of the Condition Survey Report Form is required to be completed for ships that require hatch cover surveys.

Where appropriate, hatch covers are to be tested for weathertightness using ultrasonic equipment. The results are to be recorded in Section 6 using the [Hatch Cover Weathertightness Testing Report Form](#) provided by the Club, or equivalent. The Club only accepts weathertightness testing using industry approved ultrasonic equipment as satisfactory proof of the weather-tight integrity of cargo hatch covers.

The image of each hatch cover drawing with marked results of ultrasonic hatch cover testing (USHCT) is to be uploaded in Section 6.1.8 with relevant information such as: hatch cover number (counting from forward), open hatch value (OHV), location of linear and spot leaks with measurements. It should be a schematic drawing with cross joints, number of pontoons, ventilation, drains, and access hatches, etc. Photos reflecting the general condition of hatch covers and their parts to be included into report under relevant items/questions.

IMPORTANT: Sections 1 through 3 of the checklist are to be submitted within 24 hours of survey completion. Sections 4 through 6 of the report checklist are to be submitted ASAP within 7 days of survey completion.

PART D List of Defects (LoD) Form. This form (or an equivalent if preferred) is to be completed onboard the vessel, signed by Master, submitted by email within 24 hours of survey completion



and incorporated into the Section 3.2 (Surveyor's summary section) of the final report.

Item numbers in the [Part D LoD Form](#) must correspond to item numbers in the Condition Survey Report Form and should be in numerical order. Items that are for information only (and which do not constitute defects) must not be included on the [Part D LoD Form](#). Items that are not inspected (NI) are to be included in the [Part D LoD Form](#) under the deficiencies and marked accordingly, in numerical order.

If a follow-up survey is required, it will be specifically instructed by the Club with details of the scope of the survey and reporting. However, the same report-forms will be utilized for submitting information on the requested items only.

Latest version of survey forms

The Condition Survey Report Forms for each type of vessel are under regular review - please always ensure that the latest version is used.

Software requirements

Please use the latest versions of Internet Explorer or Google Chrome or other browser (free software). The American Club has changed over from the pdf form style of condition survey reporting in favor of **Safety Culture's iAuditor** web-based reporting system going forward. The survey report form may be accessed through iAuditor and completed by logging on at <https://safetyculture.com/iauditor/> with your assigned login credentials (to be provided by Club).

Completing the survey forms

We recommend that the attending surveyors use the web-based online version of iAuditor. But also, surveyors may download Safety Culture's iAuditor Inspection App onto their PC/Android or IOS devices to facilitate completion of the survey.

The [Safety Culture's iAuditor Inspection App](#) enables survey report to be partially or fully completed onboard and electronically submitted whilst onboard the vessel, assuming a cellular internet connection is available, or if not then upon obtaining a cellular internet connection after departing the vessel, or upon reaching home base by having synced the partially completed survey and completing it on a computer onto which the same app has been downloaded, or simply using web-based online version of iAuditor.

Section 2

It shall contain the circumstances under which the survey was carried out, such as, but not limited to, the date(s), time, port, the position of the vessel, under cargo operations or other details of attendance, support provided by crew, ship's representatives, or obstacles incurred to complete the survey. Please ensure that date of the survey is accurate on the title page of the report.

Please list Items marked NI "Areas Not Inspected" in the CIRCUMSTANCES OF SURVEY field of this section, including the item number, description and reason for not being inspected.

Section 3

Following completion of the survey and based on your overall impression of the vessel, please rate all areas as 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

Any areas in Section 3.1 marked by the rating below “2” must be supplied by surveyor’s comments on the reason(s) why in general or with relevant details.

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 the relevant Section 3.1 survey summary field.

The surveyor’s summary (Section 3.2 of the report) must cover the surveyor’s observations on the overall operational condition of the vessel, implemented safety management system (SMS), planned maintenance system (PMS) and various procedures onboard, crew knowledge and adherence (or lack of) to established ship’s management system, various loss prevention initiatives and recommended good practices.

The summary should reflect surveyor’s opinion whether any P&I relevant risks are properly assessed and mitigated onboard, as well as indications of how the ship’s management is handling the vessel and supporting the crew and vessel’s needs, keeping the vessel in compliance with the classification society requirements, the vessel meets the industry standards and in general does not (or does) present any out-of-ordinary risks.

Sections 4, 5 and 6

One of the below four boxes are to be ticked for each question with as much relevant information as possible to be provided. The surveyor should provide a detailed description of inspected areas and especially if deficiency or non-conformances were observed.

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.
No	No, but rectified	No. Rectified during survey.
NA	Not applicable	Does not apply to this vessel.
NI	Not inspected	Item not inspected/not available.

1. The items marked as “not applicable” (“N/A”) can be left blank or supplied with a surveyor’s note if a specific item is not applicable for inspected vessel whereas it should be typically applicable for the vessels of such type. The items marked as “not inspected” (“NI”) can be left blank if the reasons are covered in section 2, but it is preferred that such items are



supplied with a surveyor's note, explaining why it was not inspected or was not provided by the vessel.

2. If any of the deficiencies noted during the attendance have been rectified, please re-inspect them – and mark in the report “No. Rectified during survey”, and add applicable comments for both – the initial observation and for final state of the observations. Otherwise, if rectification was not sufficient, the item(s) must be marked as “No” with proper comments.
3. The items marked as NI can be left blank if the reasons are covered in Section 2, but it is preferred that such items are supplied with a surveyor's note explaining why they were not inspected or was not provided by the vessel.
4. The survey has to be carried out in full scope, including all tests and inspection of all areas of the vessel and its condition, and the report shall include detailed surveyor's comments (notes) on relevant items, especially those covering any concerns for cargo-worthiness of a vessel, assessment of crew, shipboard and cyber security, examining implementation of SMS procedures onboard, the planned maintenance system, inventory of critical spares, crew knowledge and adherence to established ship's management system, implemented emergency response drills, seafarer training & wellbeing programs, and indications of how the ship's management is handling the vessel and supporting the crew and vessel's needs.
5. The Security Risk Assessment for High-Risk Areas (HRA) and vessel's preparedness became applicable for many modern trade routes and shall be reflected in the report (if applicable).
6. Please note that we do not require the 'Action' button to be activated during the report writing, we just need details of the deficiency along with photographs. We request that a limit is put on general photographs that emphasize the deficiencies that are found and noted in the report.
7. Once all items applicable for the survey have been completed, including relevant photos and copies of documentation uploaded to the relevant fields/sections, the attachments will be visible in those sections and -automatically- at the end of the report.
8. Please notify the Club by email at surveys@american-club.com once the preliminary report fields (Sections 1 through 3) have been completed, and again once the full report is completed. Click “Survey Completed” button only when all items are answered, and all information is uploaded.
9. The iAuditor's mobile application works without internet and allows printing of the list of deficiencies even if only those items were entered with comments into the relevant fields. Alternatively, please feel free to use the standard [Part D LoD Form](#) and [Hatch Cover Weathertightness Testing Report Form](#) to expedite a survey and, once filled and printed, have the Master sign the list of deficiencies (LoD). The report can be logged into iAuditor later and the scanned copy of the [Part D LoD](#) can be attached to it.

If the mobile iAuditor-app is used onboard to record the survey findings, any items marked “NO” with relevant description, will become “flagged items” and will comprise the LoD list on iAuditor. If all items are “OK (marked Y)”, the flagged items list will contain NIL items, with exception of several items, which also “raise flags” if they were marked as not-



inspected (NI) items and are considered as “flagged items” to be re-inspected or self-reported by the vessel later. The flagged items list can be exported from iAuditor-app onboard (by printing selected section into pdf (and emailed) for Master as well.

10. In instances where it is not possible to inspect cargo holds/cargo tanks or water ballast tanks due to their inaccessibility, or examine class and statutory certificates, or examine safety management system (SMS) documentation for conformance with internal reviews, Master’s reviews, non-conformity/accident/near accident reporting due to the recent takeover of the vessel by new owners etc., please mark same as Not Inspected (NI) and make the relevant observation in the Section 2, CIRCUMSTANCES OF SURVEY field.
11. In instances where it is not possible to inspect cargo oil tank (COT) or water ballast tanks (WBTs), the attending surveyor shall review onboard the inspection reports and photos made based on most recent inspection of the tanks carried out by crew or class/vetting surveyors. Then relevant comments on the condition of the tanks shall be included in the designated section of the report.
12. All ballast tanks are to be hydrostatically pressure tested and proved for watertight integrity by overflowing of the ballast water through the vents on deck and checking for leakages through the cargo hold watertight boundaries and vent/sounding pipes passing through such spaces. Alternatively in cases where this practice is not permitted by port regulations the ballast tanks may be filled (confirmed by sounding) to capacity into, but not overflowing from, the sounding pipes following which a careful visual inspection of the adjacent cargo hold(s), any inner piping (including vents and sounding pipes), and WBT manhole covers for watertight integrity.
13. Cargo hold bilge suctions (where fitted) and non-return valve functionality to be tested and proven satisfactory. In instances where bilge suction tests pose a risk of pollution, a dry-suction test (using a chart paper) can be carried out by surveyor in the cargo hold bilges along with careful review of the relevant ship’s records for periodic testing of the same.
14. In instances where attending surveyor knows in advance that port regulations will restrict hydro-testing of WBTs (by overflow on deck through vents), cargo-hold’s bilge suction or alarm-testing, the attending surveyor shall request of the Master, either directly or via the agent, that the ship’s crew carry out such testing in advance (if in ballasted condition) prior to loading and present video evidence for surveyor’s review. Then relevant comments shall be added into designated items of the report.
15. Cargo hold flooding alarms (where fitted) is to be tested and proven satisfactory.
16. Oily Water Separator (OWS) is to be tested and proven satisfactory.
17. Several passenger cabins (where applicable) shall be inspected. It is recommended that a few cabins are inspected at random on different decks or of different passenger classes, especially the lower-class cabins. The common crew and passenger areas, kitchens, restaurants, hotel and catering equipment and hospital shall be inspected. The games and leisure facilities – just overall for safety, evacuation routes, fire safety, hygienic standards and housekeeping, considering any potential hazards that must be mitigated.
18. Surveyor should collect and submit (via iAuditor) copies of up-to-date class status report, safety management certificate (SMC) and Document of Compliance (DoC).

**Quality control**

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

Non-disclosure

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