



GUIDANCE NOTES FOR SURVEYORS

GENERAL

This report Survey Questionnaire is designed to assist the Surveyor in presenting his report and comments in a standard form.

We welcome comments on the Survey Questionnaire content, and suggestions as to how it may be improved in any way.

The purpose of this Survey Questionnaire is to provide Managers/Underwriters with information on the condition of the vessel in order that they can assess the risk of insuring the vessel for Hull/P&I risks.

It should be noted that this Survey Questionnaire has been provided for guidance only. Completion of this (in part or whole) does not relieve the assured of the obligation of disclosure to the insurers. Neither does it constitute the absolute content of the information that the insurer requires to evaluate the risk. The insurers reserve their rights to seek further information that the insurer requires to evaluate the risk. The insurers reserve their right to seek further information or reassess the risk at any time before commencement of the policy or during the policy and any extension thereof.

A very quick walk around the vessel, before commencing the survey will normally be enough to show the Managers attitude towards its policy of ship management. Are the crew appropriately dressed in overalls? Are they wearing safety shoes and hard hats? Is there any gangway security in operation? Does the vessel and its various compartments including the accommodation show signs of good housekeeping and regular maintenance? Are the galley and food preparation areas clean?

Does the vessel comply with MLC 2006 requirements in spirit as well as in letter.

Surveyors are expected to pay particular attention to the general condition of the vessel, its manning and operation. This, and the cursory look around, will normally be indicative of whether the vessel is being correctly maintained and looked after. One of the most important parts of this Questionnaire will be the Surveyors comments and 'feeling' about the vessel.

Surveyors are to apply their own high standards to the vessel, look for a note positive indicator that the vessels managers' systems are in place and address the most important aspects of the ship's daily life.

When considering whether the vessel, its equipment or its management systems, etc are satisfactory the term satisfactory shall mean: that the item of equipment, or part of the vessel, complies with the standards set out in the international conventions and any national requirements, and, that the item of equipment, or part of the vessel is fit for the purpose intended; is in working order and will remain, as far as can be reasonably determined, in that condition for a period of at least 12 months with normal maintenance.

With regard to manning, the Surveyor should describe the number, (The minimum number on board should at least be that required on the Safe Manning Certificate) nationality and language spoken by the Officers and Crew, as well as their general demeanour. He should comment on whether they are able to effectively communicate with each other and to work as a team. There are a considerable number of counterfeit certificates doing the rounds at the moment, and any which look suspicious should be noted. Are there sufficient numbers of certificated and experienced officers and crew? Are there any records on board to show that the shore management are pro-active and assisting the



vessels staff in the resolution of their shipboard problems? In this regard the Surveyor should pay particular attention to the ISM system on board and how the ISM files are maintained, and the ISM system implemented.

It is evident from claims records that a considerable number of claims are attributable to a lack of regular maintenance and good operational procedures.

The surveyor is required to draw up a list of any defects, which should be submitted to Managers/ Underwriters with the main report. Copies of the defect list should be left with the Master of the vessel. Any defects or deficiencies which, in the Surveyor's opinion are likely to affect the class of the vessel, or are dangerous to life or limb, or place the environment at risk, or cause, or could cause damage to the cargo must be emphasised strongly to the Master and highlighted on the defect list.

PHOTOGRAPHS

Any areas, which in the Surveyors opinion are seriously defective, should be photographed from all necessary angles. In addition to photographing any serious defects the Surveyor is also asked to include the following photographs with his final report (photographs should be taken by digital camera and all pictures taken indexed and transferred to CD and attached to this report).

- (a) General views of the vessel's sides, stern and bow.

- (b) Photographs of hatch coamings, covers, deck machinery and cargo gear.

- (c) Photographs of hatch cover rubber seals and compression bars.

- (d) Photographs of all other watertight openings/closures.

- (e) Photographs of Deck machinery and cargo gear.

- (f) General views of the holds before and after loading.

- (g) Photographs of the hold bilge sections.

- (h) Photographs of the LSA equipment and firefighting equipment.

- (i) General views of the ballast tanks.

General photographs of the engine room should include views of the main engine, generators, steering gear, purifier room, boilers and economisers / exhaust gas boilers, selected bilges and any other areas which the Surveyor deems necessary.



HATCHES AND HATCH COVERS

Leaking hatches are a major cause of claims and Surveyors should pay particular attention to and confirm the following:

- (a) An extensive hose or Ultrasonic test of all-weather deck hatches and accesses. (Ultrasonic preferred).
- (b) The tightness and condition of steel hatch cover cross joint wedges, side cleats and hatch rubbers. Heavily corroded or wasted wedge cleats, to be renewed. Heavily indented/hardened rubber seals to be renewed. Compression bars to be free of scale or heavy corrosion.
- (c) The condition of the hatch coaming tops where the covers rest, grooving and cracking should be noted. Gutters to be clear and non-return valves functional.
- (d) Cracking in the main deck plating at coaming corners, particularly in way of the ballast holds should be noted.
- (e) Side and end battens – report any heavily waved battens to be faired.
- (f) Pontoons report on any corners sticking up and excessive wastage to pontoon steel work.
- (g) All hatches filled with boards, are to have 3 tarpaulins in use, at least one is to be in "New" condition, and each is to be large enough to cover the hatch. Report on condition and number of spares.
- (h) Locking devices, these are to be seen in position properly screwed up tight. Report if these are bars, wires or other devices. Attention should be paid to the coamings where the locking devices are located, excessive corrosion in this area must be reported. Heavily corroded or damaged locking devices must be sighted in position at the same time to ensure that the vessel has enough and sufficient spares on board. Any vessel with pontoon hatches must have locking devices unless it can be proved to the Surveyor they were not fitted to the vessel when new.



- (i) Container shoes or other container fitments.
- (j) Access hatch lids should be opened and inspected for cracking internally where the trunk joins the main deck, these areas are particularly prone to cracking.
- (k) The tops of hatch coamings should be inspected for grooving on the top where the hatch cover sits. Extensive grooving should be commented on, as should any cracks on the coaming tops.
- (l) It is a requirement that all coamings on bulk carriers should be fitted with 2 gas sampling points. Any not fitted should be commented upon.
- (m) Hatch covers should be closely inspected on their undersides for general corrosion and wastage and signs of leakage. Rubber seals should not be deeply indented or hardened. Compression bars should be inspected for mechanical damage and corrosion.
- (n) Hatch cover securing arrangements should be examined for corrosion and all threads should be in good order with their nuts free to move, or their equivalent.
- (o) Hydraulic cleats should likewise be free to move and free of hydraulic leaks. Particular attention should be paid to all hydraulic hoses/pipes, which can be a source of oil pollution should they fail or create a hazardous working environment.
- (p) Hatch cover seating or bearing pads should be examined for wear. Any signs of excessive wear will lead to the cover contacting the coating with consequent grooving of the coaming tops.
- (q) Where hatch covers are in the closed position the centring and other positioning chocks should be examined to ensure they do not have excessive clearance. All drains should be clear and where non-return valves are fitted these should be in good working order.
- (r) Hatch cover vents should be fitted with gauze, their closing arrangements should be in good order and watertight when closed. Hatches should be watertight without the need for Ram Neck tape or other externally applied sealing means.

HOLDS AND BALLAST TANKS

Surveyors should pay particular attention to the vessels structural components and should include comments on all the areas mentioned below.



Main decks should be closely examined for cracking, or any signs of cracking round the corners of the hold coamings or their brackets. The cracking can take place on the main deck and run up into the coamings, the ballast hatches are particularly prone to this form of cracking. Notes should be made of doublers fitted anywhere on the vessel. Any doublers fitted should have been reported to the vessel's Class and be Class approved.

Class will make any doublers fitted the subject of a Condition of Class and will require them to be replaced by an insert at a time specified on the condition of class.

Where possible, bulkheads should be closely examined for general corrosion.

Vessel's side frames (where fitted) should be inspected for general corrosion, detachment from the hull, wastage or cracking, as should the toes of all brackets. Any signs elsewhere of advanced corrosion, wastage or cracking should be specifically commented on.

Ballast tanks should be inspected for general corrosion, coating failure and wastage. Side shell and deckhead longitudinals, stiffeners and stringers should be inspected for the same faults plus detachment from the shell or deckhead. Coatings should be in good condition and any deterioration, flaking or pitting should be commented upon. Where anodes are fitted, they should have enough life left until their next renewal date. Soft coatings and those applied by flotation are generally only applied where corrosion has been allowed to become established. Surfaces so coated should be examined for scaling, wastage and pitting under the coating.

Ballast tanks should be inspected on the following basis:

- (a) Vessels less than 10 years old, fore & aft peaks, 1 port and 1 starboard wing tank and 1 double bottom.
- (b) Over 10 years, but less than 15, as above but 2 additional wing tanks each side and 2 additional double bottoms.
- (c) Over 15 years of age, as above but all wing and ballast tanks to be inspected.

Should any serious corrosion, coating damage or structural damage be found on any vessel, of any age, then a full tank inspection should be carried out on the vessel.

Double bottoms must be pressed up in way of cargo holds to ensure tank top air pipe and sounding pipe integrity. The Surveyor's discretion may be exercised if he considers the tank top and piping to be in particularly good order, however at least one double bottom must be pressed up in way of a cargo compartment.

HOLD BILGES

Bilges suction are to be examined for cleanliness. If there is no evidence of a recent hold washdown, suction must be tested in the Surveyors presence. Hold piping to be examined for excessive corrosion.



FORE AND AFT PEAK TANKS

In addition to the requirements above, the forepeak should be pressed up to ensure the integrity of the collision bulkhead and examined internally for wastage/cracking and coating deterioration. Aft peaks, which are used for salt-water ballast should also be pressed up and examined internally in the same manner as the forepeak. Any signs of wastage or cracking should be noted, and photographs taken where appropriate in either peak. Tank coatings should be commented upon, and a percentage figure given for degradation. The date when the original coatings were applied should be noted as should the dates of any upgrades.

CARGO REFRIGERATION EQUIPMENT

Surveyors should carry out surveys on cargo refrigeration plants. Particular attention should be paid to the operational efficiency of hold reefer plant. On LPG vessels the efficiency of the reliquification and refrigeration plant should be visually checked for its performance over the last 2 cargoes. When the vessel does not use the cargo as refrigerant, check that the vessel has a complete spare gas charge for at least 50% of the machines fitted.

- (a) A general report on the condition of the plant, found by the Engineer/Surveyors during physical tests.

- (b) An examination and test of the temperature control system and remote sensors.

- (c) An examination with test and calibration of the temperature recording system.

- (d) A test of the complete plant and its ability to maintain its designed temperature.

PLANNED MAINTENANCE

As mentioned previously, a great number of claims result from a lack of regular maintenance. Surveyors should pay particular attention to any planned maintenance. Surveyors should pay particular attention to any planned maintenance scheme said to be operating on the vessel for both the deck and engine departments.

Planned maintenance records should be inspected to check how and if the system is working as intended and, if the Shore management are actively involved in the system by receiving regular returns



STORES, SPARES & MISCELLANEOUS

Surveyors should note the level of stores and spares on board with particular reference to large machinery items such as main engine liners, pistons, exhaust valves (if applicable) and cylinder covers. The storerooms should be commented upon as to the quantity of stores therein and their stowage. The conditions in the accommodation, galleys, workshops and storerooms (including refrigerated chambers) are often indicative of the attitude of the vessel's staff, especially the Officers towards the management and operation of the vessel. The surveyor should cross-reference the spares ordered against those received.

OIL AND CHEMICAL TANKERS, GAS CARRIERS

Particular attention should be paid to pump rooms on oil and chemical tankers, and cargo compressor rooms on LPG/LNG vessels. All pump/compressor seals should be tight with no leakage, ventilation by fan or Golar vent should be in operation at the time of inspection, all lighting, fittings and switches should be of an approved gas tight type. Where the pump/compressor prime movers are fitted in the engine room, or separate motor room, the bulkhead seals should be in good condition and free of leakage. The surveyor should also ensure that there is safe access into and out of the pumproom and that the requisite emergency apparatus is available and in good condition.

The inert gas plant and seal should be inspected and the inert gas quality should be tested in the Surveyor's presence. The Cargo log and inert gas log should be inspected for past voyages in order to check the O₂ levels under normal running conditions.

Emergency pump stops should be physically tested on all vessels and the loop trips should be tested on LPG and LNG vessels. Accommodation gas detectors should be tested at various points in the accommodation and fire detectors should be tested in various positions on all vessels regardless of their type.

GENERAL NOTES

Surveyors should pay particular attention to all hull valves, both inlet and outlets. The valves should be free to operate and must be fitted directly on the sea chest. Spool pieces fitted between the hull valve and the sea chest are not acceptable and must be brought to the Master/Chief Engineer Officers attention.

ISM & MANAGEMENT SYSTEMS





The ISM Code has been introduced in order to ensure safe operation of the vessel and provide a link with the shore Management in the form of a Document of Compliance (“DOC”) and the Designated Person Ashore (“DPA”). The Ships Management Certificate (“SMC”) should be checked to ensure the details on both Certificates match.

Where vessels are not required to have ISM, the surveyor should comment generally on the vessels management on the basis of his observations.

The Master’s responsibility is clearly stated in section 5 of the Code, and section 5.1 covers the Master “reviewing the Safety Management System (“SMS”) and reporting deficiencies to shore based management. Proof this system is in fact operating, should be available on the vessel.

A prime requirement for a Safety Management System (“SMS”) is that the Master and all officers understand and comply with the requirements of item 1.4 in this section are laid down the requirements to have instructions and procedures (that are relevant to the type of vessel) in place, to ensure the safe operation of the vessels, and protection of the environment. There is also a requirement that the vessel has procedures to prepare for and respond to emergency situations and that the response is regularly practiced.

In the limited time the surveyor is on board the vessel it is impossible for him to check every aspect or requirement in the ISM Code, however we feel it is important that basic routines are in place on board for the instruction of all Officers to be able to change over between the various steering positions, and that all Engineer Officers can demonstrate their familiarity in starting the main engine from the emergency position. During the survey Officers from each discipline should be chosen at random and asked to demonstrate their ability in these tasks.

Surveyors should be familiar with the ISM Code in its entirety and throughout their time on the vessel should note inconsistencies with the requirements of the Code. They should also note any non conformities. The Master should be made aware of any deficiencies and non conformities the surveyor may find.

INTERNATIONAL SHIP AND PORT SECURITY CODE (“ISPS”)

Surveyors should check that International Ship Security Certificate (ISSC) or Interim ISSC is on board, valid and had been issued by the Administration, a Recognised Security Organisation authorised by it or by another Contracting Government as requested by the Administration.

DUTY OF SURVEYOR

On completion of this report, a preliminary report outlining any serious deficiencies should be sent by either email or fax to Managers/Underwriters as soon as possible. One copy of the main report fully completed, and with/accompanying photographs should follow within 10 days of the inspection.

The report should include items of equipment or areas of the vessel not available for survey, ie., due to ballast/cargo content or interference in commercial operations.



SECTION 6: MANNING

NOTES FOR SURVEYOR

STCW 95 requires Deck and Radio Officers to have an adequate knowledge of the English language, this is to enable them to use and understand charts, Nautical Publications, weather reports and faxes, messages concerning vessel safety, bills of lading etc.

The Certificates of Competency for all Officers should be endorsed in English, by the issuing Authority to indicate that the holder meets STCW 95 standards. Such endorsement may be on a separate document. The certificates should have the Flag State endorsement if issuing authority is not vessel's flag. (The Surveyor to check the copy certificates of previous postholders if possible).



Appendix 4

Maristela- Surveyors Questionnaire

Name of Vessel	
IMO number	
Registered Owners & Address	
Managers	
Mortgagee	
Vessel Type	
Date of Build	
Date of Purchase	
Country of Build	
Classification Society	
Gross tonnage	
Date of Last Dry-docking	
Date of Next Dry-docking	
Main Engine Description	
Intended Trades	
Number of Holds/ Hatches or Tanks	
Weather Deck Hatch Cover Type	
Tween Deck Hatch cover Type	
Date & Place of Survey	
Survey Company details	
Surveyors name (Print)	



Surveyors Signature	
Date received	
Date of previous Survey on Behalf of Maristela (if other organisation then please state for whom &	

Certificate	Issued: Date & Place	Date of Expiry	Comments
Safety Management Certificate (for vessels having ISM only)			
Document of compliance (For vessels having ISM only)			
ISPS ISS Certificate			
Registry			
Safety Construction			
Safety Construction Annual			
Safety Radio			
International Loadline			
Annual Loadline			
Firefighting Appliances			
Life raft Servicing			
Hull Special Survey			
Hull Annual Survey			
Hull Intermediate Survey			
Machinery Special Survey			
Planned Maintenance (if applicable)			
Machinery Annual			
Enhanced Survey Report File			



Refrigeration Machinery Annual			
Drydock Survey			
Sea Connections			
Cargo Gear Quadrennial			
Cargo Gear Annual			
I.O.P.P. Issue			
I.O.P.P. Annual			
C.L.C.			
US Water Pollution			
USCG Compliance			
Last Port Inspection			
SOPEP			
Oil Record Books (ER & Deck)			
Garbage Certificate			
Garbage Log			
Refrigeration Machinery			

In Addition, Chemical Tankers must have the following –

Certificate	Issued: Date & Place	Date of Expiry	Comments
NLS Certificate (Noxious Liquids Certificate)			
COF (Cert of Fitness for Carriage of Dangerous chemicals in Bulk)			
ICOF (International Certificate for the carriage of Dangerous Goods)			

In Addition, Gas Carriers must carry the following –

Certificate	Issued: Date & Place	Date of Expiry	Comments
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Certificate of Fitness for the carriage of Liquefied Gases in Bulk			
Or International Certificate of Fitness for the carriage of Liquefied Gases in K { ? }			

In Addition, High Speed Craft must have the following –

Certificate	Issued: Date & Place	Date of Expiry	Comments
High Speed Craft Safety Certificate			
Permit to operate High Speed Craft			

CMS Survey Overdue (All Vessels) All to be listed, please use extra sheets if required.

CMS Surveys Overdue (All Vessels)	Comments

Conditions of Class & Class Recommendations (All Vessels)

No.	Condition	Port Imposed	Date Imposed

Port State Control Surveys





Date	Port	Deficiencies notes	Comment (deficiencies deleted)

Section 1: Main Deck & General (All Vessels)

No.	Description	Yes/ No	Comments
	Watertight doors, Fan flaps and ventilator closures, Fire flaps and all other closures, sounding pipes and air pipes including gauzes and grills in good working order and properly marked open/ closed. All sounding pipes to have screwed caps in place.		
	Hatch Covers: See sections for individual Ship types		



	Guard rails, steps, ladders & gangways, gangways to good condition and to be fitted with adequate and efficient safety nets.		
	Deck Machinery, including anchor windlass/s Capstans, docking, mooring & wrapping winches capstans in good condition with good brake linings. All cargo cranes, Ship cranes, and/ or derricks, including associated wire and ropes are in good condition. All Machinery to have sound foundations together with their securing arrangements bolts/ studs & nuts being in good condition. Hydraulic machinery to be free of oil leaks with flexible hoses in good serviceable condition. Mooring arrangements including ropes, wires, bits and fairleads are in good condition, being well maintained. Mooring ropes and wires to have no joining splices.		
	Cargo holds and compartments to be fit for the carriage of the goods intended in every respect. Bilges to be clean and free of debris, to be tested successfully. Airpipe & sounding pipes to be in good order. Tank tops to be free of damage or temporary repairs. Any doublers fitted to be Class approved and noted as a Condition of Class on the Class quarterly listing.		
	Depending on his finding, and at the Surveyors discretion, Ballast tanks in way of, or adjacent to cargo compartments to be successfully hydrostatically tested to 500mm head above main deck level		
	Shell plating, decks and superstructure to be visually examined where possible for defects and condition of paint coverage.		
	Date Vessel last thickness measurements taken (wind & water strake and cargo hold bulkheads)		

Ballast Tanks (All Vessels)

No.	Description	Yes/ No	Comments
	Are Tanks Coated?		



	Coating Manufacturer & Thickness applied (From vessels original Painting Schedule)		
	Date of original application (From vessels original painting schedule)		
	Date of recoating and specification (From ESP Manual if applicable)		
	Percentage breakdown of coating		
	Are sacrificial anodes fitted? If yes, date last renewed & Percentage of wastage		
	Quantity of scale in the tanks.		

Cargo Tanks/ Holds (All Vessels)

No.	Description	Yes/ No	
	Are tanks coated?		
	Coating Manufacturer & Thickness applied		
	Date of Original application (From vessels painting schedule)		Date:
	Date of recoating & specification (from ESP Manual if applicable)		Date:
	Percentage breakdown of coating		% age:



Section 2: Bunkering Arrangements (All Vessels)

No.	Description	Yes/ No	Comment
	Bunkering connections, valves, scupper plus, closure bunker tank and manifold save-alls empty with plugs fitted and of the correct height.		
	Written procedures for bunkering sighted and available to personnel for bunkering?		
	Responsible officer and assistants named on procedure		
	Efficient communication system between ships and bunker barge/ personnel established and tested.		
	Is there an "Oil Spill Reaction" contingency plan?		
	Has it been established who will stop bunkering: Barge or Ship		
	Are valves not in use SHUT and Secured to US Coast Guard requirements?		
	Has the oil record book been correctly completed?		
	Is the bunker transfer pump fitted with an emergency stop adjacent to the		
	If applicable, name and address of OSR Contractor for vessels trading USA & Canada		



Section 3: Engine Room

No.	Description	Yes/ No	Comments
	Does the vessel operate UMS?		
	The general condition of the engine room, including cleanliness of machinery and spaces, bilges stores & workshop and purifier spaces		Provide details and append on separate sheet if necessary
	Is the lighting level in the machinery rooms, steering hear compartment and stores good?		
	Emergency escape routes well signed?		
	Access ladders and walkways fitted with adequate protection?		
	Is lift operational with a current test certificate?		
	Does the vessel have a Class approved maintenance system? Date of Certificate – if applicable:		Date:



Are Satisfactory records kept for the following –

No.	Description	Yes/ No	Comment
	Main Engine & Generator maintenance		
	Boiler feed water treatment & tests		
	Jacket freshwater treatment & tests		
	Lub oil analysis records (main & auxiliary engines, stern tubem steering gear and deck hydraulic systems where fitted). Date of last lub oil shore analysis and by whom analysed?		
	Electrical Machinery & switchboard insulation tests		
	Engine room log, Movement/ bell book		
	Purifier room (if fitted) Cleanliness of room		
	Purifier loss of seal alarm fitted & working		
	Purifier room bilge alarms fitted & working		
	Alarm system, Testing schedule in operation last tested?		Date:
	Main engine slowdowns/ Shutdowns & Alarms last tested?		Date:
	Fuel Quick Closing valves, Surveyor to witness test.		
	15ppm Oil water separator. Surveyor to witness test.		
	Seawater inlets & discharge valves. Valves to be free to operate, no spool pieces allowed to be directly on sea chest. See Notes on Surveyor		
	Bilge alarms, confirm all functional and date last tested:		Date:
	Bilge Alarm settings, depth bilge well alarm triggers?		Date:
	Stern Seal, when last renewed. One piece or bonded?		Date: Reading:
	Stern Seal wear down, last readings & date taken:		Date: Reading: Top: Bottom:



	Spares required by Class on-board. Date last checked?		Date:
	Confirmed by Master/ Chief Engineer Spares referred to above on board		
	Boiler/s, general appearance and condition, especially lagging. Water level alarm fitted and tested.		
	Auxiliary Boiler, general appearance & condition, especially lagging. Water level alarm fitted and tested.		

Cont.

No.	Description	Yes/ No	Comment
	Engineer's Alarm tested		
	Pipe systems labelled or colour coded, valves with tallies?		
	Steering Gear. Complies with SOLAS Chapter II - Pt C – Regulations 29 & 30		

Auxiliary Generators

No.	Description	Yes/ No	Comment
	Number, maker and type		
	Overspeed trips, date last tested		Date:
	Overload trips, date breakers last tested		Date:
	Reverse Power trips, date last tested		Date:
	All generators full load tested? If generators are unable to carry full load, state designed full load – give load attained		
	Hours since connecting rod bolts changed (if ever).		Hours:
	Emergency generator auto start tested?		
	Date last blackout test carried out		Date:



	Hours since last major overhaul of all generators? Hours recommended by Manufacturer between specified overhaul.		Hours: Hours:
	Fuel pipe leakage alarm tested operational (UMS Ships)?		
	Makers manuals on-board and service letters to date		
	Emergency generator seen running and on load		

Section 4: Navigation & Communication Equipment

In the opinion of the Surveyor are the following items in good working order and are records complete and up to date.

Yes/ No/ NP (Not present)

No.	Description	Yes/ No/ NP	Comment
	Is the vessel certified for one man Bridge operation?		
	Gyro Compass in good working order?		
	Gyro repeaters in good working order including azimuth rings?		
	Standard magnetic compass in good working order? Date last swung		Date:
	Deviation Card – Date of adjustment?		Date:
	Compass Error Book – Were regular errors taken? Date of last entry?		Date:
	Radar: How many - Function – True motion – Relative motion – ARPA fitted -		Details:
	Radar Log: Date of last entry?		Date:



	Radar maintenance log: Date of last entry?		Date:
	GMDSS: In good working order?		
	GMDSS: confirm the required number of Qualified Officers meets requirements?		
	GMDSS: Procedures, notice displayed on bridge?		
	RDF: Date of last calibration (SOLAS Ch V Reg 12p) (or exemption).		Date:
	RDF: Log, date of last entry (for exemption)		
	Echo sounder/s in good working order with spare paper?		
	Course recorder in good working order with spare paper?		
	Engine movement recorder in good working order with spare paper?		
	Speed log in good working order?		
	Chronometer in good working order?		
	Chronometer rate book? Date of last entry		Date:
	Revolution indicators satisfactory, bridge and bridge wings?		
	Manoeuvring data, including emergency turning curve, displayed on Bridge?		
	Rate of turn indicator fitted?		

Section 4 cont.....

No.	Description	Yes/ No/ NP	Comment
	GPS: How many? Confirm in good working order		
	Charts for current voyage on board, corrected to date?		
	Chart outfit: Date last corrected and by whom		
	Have superseded & cancelled charts and publications been removed from bridge area?		
	Are notices to Mariners provided to the vessel on a regular basis? Date of last notice on board		



	A random check on at least 2 charts for forthcoming voyage is to be carried out to ensure properly and fully correct. [This is mandatory]		
	Is vessel fitted with ECDIS?		
	If fitted with ECDIS – is it Type approved?		
	If fitted with ECDIS – are all charts corrected up to date (Paper and electronic?)		
	Are the crew familiar with the operation of ECDIS and have they attended the appropriate training courses?		
	Is current list of lights on board? Corrected up to date?		
	Are pilot books for the next voyage on board? Corrected up to date?		
	Is vessel provided with a weather routing system?		
	Is current list of radio signals on board, corrected up to date?		
	Are Radio logs being kept?		
	Is safety and firefighting gear in the radio room (if fitted) satisfactory?		
	Navtex receiver fitted and in good working order?		
	Weather fax on board and in good working order?		
	Daylight signalling lamp (Aldis) lamp on board? Has it spare batteries and is it working?		
	Radio equipment, fully complies with SOLAS?		
	VHF Radio installation complies with SOLAS?		
	INMARSAT fitted?		
	AIS transponder/ receiver fitted?		

Section 4 cont.....

No.	Description	Yes/ No/ NP	
	Are the crew familiar with the operation of AIS?		
	Has the statutory information been inputted into the AIS?		



Do the crew update the information on the AIS as required?		
Emergency watch receiver & 500 khz auto alarm?		
VHF Radios on board including handheld GMDS sets?		
EPIRB, Vessel detail registered on it? Battery expiry date?		
Emergency Lifeboat radio including emergency instructions?		
Emergency Batteries (note whether Lead Acid or Alkaline)?		
Instructions for changing over steering gear displayed on Bridge & steering compartment.		
Master's standing orders displayed on Bridge & signed by present officers on board?		
Master's Night order book maintained? Date of last entry?		Date:
STCW 95, Record of watchkeeping hours displayed?		
Approved loadicator and test programs on board?		
Deck Officers can demonstrate changing over steering positions?		
Steering gear tests entered in Bridge Logbook?		
Is the vessel supplied with a sextant?		
Are voyager/ passage plans used for each voyage?		

Section 5: Life Saving Apparatus & Fire Fighting Equipment



In the opinion of the surveyor, is the following equipment in good working order and satisfactory?

Yes/ No/ NP (not present)

No.	Description	Yes/ No	Comments
	General cleanliness/ maintenance of boats?		
	Number, type and capacity of boats fitted, Open/ Enclosed on davits or free fall? Have the wires been "end for ended" if so, date:		Number: Type: Date:
	Emergency equipment in good order?		
	Is the engine (if fitted) in good working order? Date engines last tested and how often engines are tested		Date: How often:
	Are lifeboats provided with SART'S		
	Signal flags		
	Singal Light & batteries		
	International Code Book, State Language		
	Pyrotechnics. (Minimum of 12 parachute flares). Expiry date		Date: How many:
	Line thrower apparatus: How many? Expiry date?		Date: How many:
	Muster list & drills notices displayed		
	Are drills mustered and entered in logbook and date of last entry		Date:
	Fire Alarm bells, tested satisfactory?		
	EPIRB. Battery expiry date?		Date:
	Life rafts, date last serviced		Date:
	Life rafts: are any 10 years old or over?		
	Serviced by approved service station		
	Life jackets, all fitted with lights? Number & Type		Number: Type:
	Children's lifejackets if carried? Number? Are they IMO approved?		Number: Type:
	Lifebuoys (vessels over 100mtrs and under 150 mtrs, 10. Over 150mtrs but under 200mtrs, 12. Vessels over 200mtrs, 14)		
	TPFA's. (One for each member of rescue boat)		



	Lifeboats & davits/ launcher in good safe working order?		
	Lifeboats: Date last lowered into water?		Date:
	Fire main pressurised and free of leaks		

Section 5 cont....

No.	Description	Yes/ No	Comment
	Hydrants in good order and leak free		
	Hoses in good condition and correctly stowed		
	Hose nozzles in good working order.		
	International shore connection, bolts & packing sighted.		
	Fire plan up to date and displayed inside the accommodation with a copy outside accommodation.		
	Portable extinguishers, date last inspected/ serviced.		Date:
	Fixed CO2 system date last inspected/ level checked		Date:
	Fixed CO2 system date bottles last pressure tested?		Date:
	Self-contained Breathing apparatus in good order		
	Spare compressed air bottles full/ empty Compressor on board and operational		
	Safety Harness's in good condition		
	Fireman suits and ancillary gear in good condition Number		Number:
	Are there adequate medical facilities on board – in good order and all medicines in date		
	Are the Dangerous drugs in date and kept in a secure locked cabinet/ safe.		



Are the following provided for the crew?

No	Description	Yes/ No	Comment
	Everyday safety equipment, overalls, helmets, gloves, safety shoes, ear defenders and safety goggles.		
	Harnesses and safety lines		
	Flotation Jackets (Buoyancy aids)		
	Is there a satisfactory safe working system for entry into enclosed spaces, for hot work, working aloft and over the side.		
	Are ELSA (Emergency Life Saving Apparatus) sets available for tank entry?		
	Is the marine safety card in use?		
	Is there satisfactory stowage of chemicals and solvents with good ventilation, safety equipment and firefighting equipment adjacent?		
	Is the paint stowed satisfactorily in a paint locker provided with fixed firefighting equipment (water spray or CO2)		
	<ul style="list-style-type: none">Is the LSA/ FFE maintenance record kept and up to date		
	<ul style="list-style-type: none">Named officer responsible for maintenance of LSA gear.		

***See Notes to Surveyors**



Section 6: Manning

Notes for Surveyor

STCW 95 requires Deck and Radio Officers to have an adequate knowledge of the English Language, this is to enable them to use and understand charts, Nautical publications, weather reports and faxes, messages concerning vessels safety, bills of lading etc.

The Certificate of Competency for all Officers should be endorsed in English, by the issuing Authority to indicate that the holder meets STCW 95 standards. Such an endorsement may be on a separate document. The certificates should have the Flag State endorsement if issuing authority is not vessel's flag. (The Surveyor to check the copy of certificates of previous postholders if possible).

Master:

Name	
Nationality	
Age	
Certificate, Class issued by & date of expiry.	
Endorsements (Oil, Gas, Chemical)	
Experience	
Command of English	
Company Employee or from Manning agency	
Details of Manning agency (if applicable)	
Owner or Part Owner of vessel	



Chief Engineer Officer:

Name	
Nationality	
Age	
Certificate, Class issued by & date of	
Endorsements (Steam/ Motorship, Oil, Gas, Chemical)	
Experience	
Command of English	
Company employee or from Manning agency	
Details of Manning Agency (if applicable)	
Owner or Part owner of vessel	

Chief Officer:

Name	
Nationality	
Age	
Certificate, Class issued by & date of expiry	
Endorsements (Oil, Gas, Chemical)	
Experience (including experience of carrying present cargo).	
Command of English	
Company employee or from Manning agency	
Details of Manning agency (if applicable)	

2nd Engineer Officer:





Name	
Nationality	
Age	
Certificate, Class issued by & date of expiry	
Endorsements (Oil, Gas, Chemical)	
Experience	
Command of English	
Company Employee or from Manning agency	
Details of Manning agency (if applicable)	

Other Officers* Crew:

No.	Description	Yes/ No	Comment
	Does the present manning conform to the minimum laid down on the Safe Manning Certificate		
	Please attach a copy of the standard IMO crew list as an appendix to this questionnaire		
	Do all Officers converse in the same language?		
	Do all the crew understand the common language?		
	What is the common Language used on the vessel?		



	What is the principal language used by the vessels managers to communicate with the vessel?		
	Is there a designated Safety Officer on board? Is so, please state name & position.		
	Are the safety notices, tags, tallies, instruction books and technical manuals in a language understood by the Officers?		

Other comments on manning:

[]

Section 7: Publications and Manuals

All publications listed below should be available on the vessel in accordance with international legislation Surveyors (See notes to Surveyor)

No.	Description	Yes/ No	Comment
	SOLAS. The latest consolidated edition must be on board		
	MARPOL 73/78. The latest consolidated edition must be on board.		



SOPEP. All tankers of 150GRT and above and other vessels of 400GRT and above are required under MARPOL to have a shipboard emergency Oil Pollution Emergency Plan.		
LSA Training Manual (need not be vessel specific)		
Intact Stability Book		
Loading Manual (must be approved and stamped by vessels Statutory Authority or Class if acting on their behalf)		
ICS/ IMO Bridge procedures guide		
Loadline Regulations		
MERSAR Manual		
Standard Marine vocabulary		
Collision Regulations		
I.M.D.G. (International Maritime Dangerous Goods Guide)		
Code of Safe Practice for Solid bulk Cargoes.		
IMO Grain Rules		
Code of Safe Practice for carrying timber		
Operations and procedures manual		
STS Transfer manual		
Clean Seas Guide		
Cargo record book		
International bulk Chemical Code		
Index of Dangerous chemicals carried in bulk		
Tanker Safety guide (chemical)		
International Gas Carrier code		
Tanker Safety Guide (Liquified Gases)		
Main Engine instruction & maintenance manuals on Board, to include service letters to date		
Code of Safe working Practices for Merchant Seamen		

Section 8: Cargo Ships



Cargo Ships - Steel Hatch covers

No.	Description	Yes/ No	Comment
8.0	Hatch cover type and number		Type: Number:
8.1	Method of opening/ closing (Hydraulic, Wires etc)		
8.2	General Condition of covers is satisfactory		
8.3	Compression bars, undamaged and not corroded		
8.4	Sealing Rubbers, no deep grooving or hardening present and no gaps.		
8.5	Drain channels, clear and in good working order		
8.6	Coaming condition, tops free of grooving or cracks		
8.7	Securing devices, chocks, wedges, cleats, all in good order		
8.8	Hold access hatches, joints good, no cracking at corners.		
8.9	Watertightness checked, method ultra sonic or hose tested (Cross out method not used)		
8.10	Are covers fitted with container fitments		

Pontoon/ Board & Tarpaulin Hatch covers:

No.	Description	Yes/ No	Comment
8.11	Condition of Tarpaulins (New, Good, Fair or Poor)		Condition:
8.12	How many tarpaulins on each hatch cover		
8.13	Means of removing covers		
8.14	Side/ end batten bars, in good condition		
8.15	Condition of wedges, in good condition		
8.16	Locking bars, in good condition		
8.17	Spares, tarpaulins, wedges, battens, bars, in all good order.		
8.18	Safety warning signs on all hold access hatches.		

**Holds:**

No.	Description	Yes/ No	Comment
8.19	Are Holds coated?		
8.20	Type, thickness and date coating applied (obtainable in paint schedule)		
8.21	Percentage breakdown of individual holds.		
8.22	Ladders in good condition, type of ladder, vertical or Australian		
8.23	Guard-rails in good condition		
8.24	Spar Ceiling in good condition		
8.25	Condition of Tank Top, good with no deep sharp indentations or doubters		
8.26	Manhole and access covers in good condition		
8.27	Bilges wells, empty and clear of debris. Covers fitted.		
8.28	Air and Vent pipes		
8.29	Tween-deck hatch covers and good condition		
8.30	Lighting adequate and good condition		
8.31	Ventilation mechanical/ natural (Cross out type not fitted)		
8.32	Type of firefighting system fitted; date last serviced/ tested.		Type: Date:

Cargo Handling Machinery/ Cranes/ Derricks

No.	Description	Yes/ No	Comment
8.33	Crane or Derrick type and Number & SWL		Type: Number: SWL:
8.34	Cargo Blocks (to be stamped with SWL & Test date)		
8.35	Wires good condition		
8.36	Wire entered in Lifting gear register with test certificates		



8.37	Winches, Type & number		Type: Number:
8.38	Sufficient spares on board for planned voyager		
8.39	Safety notices/warning posters substantial and fitted		
8.40	Date of last cargo gear survey		Date:
8.41	Date next cargo gear survey due		Date:

Section 9: Bulk Carriers

Bulk Carriers - Hatch covers

No.	Description	Yes/ No	Comment
9.0	Hatch covers – Type and Number		
9.1	Overall condition with regard to corrosion/ coatings		
9.2	Method of opening/ closing. If hydraulic, free of oil leaks?		
9.3	Centre line compression bar, corrosion free and unbent		
9.4	Centre line or cross joint drain channels and NR valves		
9.5	Coaming channels & NR valves		
9.6	Coaming tops, signs of grooving and cracking		
9.7	Hatch Cover securing, type and condition		
9.8	Watertightness test, ultra sonic or hose test		
9.9	Hold access hatches, sealing and cracking at corners.		
9.10	Grain Hatches on main deck, seals on covers.		
9.11	Spares, sufficient on board for voyagers		

Cargo Holds

No.	Description	Yes/ No	Comment
9.12	Number of Holds		
9.13	Number designed for full and part ballast		
9.14	Hold coatings are in generally good condition		



9.15	Type & Thickness of coating		
9.16	Percentage breakdown of coatings		
9.17	Date coating applied		
9.18	Date last full thickness gauging		
9.19	Condition of Tanktop, note sharp and/ or large indents		
9.20	General condition of frames, bracket toes crack free.		
9.21	Ladders, General condition, Australian ladders fitted		
9.22	Manholes & covers in good condition		
9.23	Bilge well clean, covers in place. Suctions clear		
9.24	Air & sounding pipes in good order		
9.25	Lighting fitted		
9.26	Ventilation Fitted		
9.27	Fixed firefighting system fitted. If yes, type.		

Cargo Cranes (if fitted)

No.	Description	Yes/ No	Comment
9.28	Last cargo carried, next cargo		
9.29	Type, number and SWL		
9.30	Cargo Blocks (to be stamped with SWL & test date)		
9.31	Wires in good condition		
9.32	Wires entered in Lifting gear register with test certificates		
9.33	Winches, type and number		
9.34	Sufficient spares on board for planned voyager		
9.35	Safety Notices/ warning posters substantial and fitted		
9.36	If hydraulic, confirm free of hydraulic fluid leaks		



Section 10: Refrigerated Cargo Ships – (See Section 8 + additional requirements)

No.	description	Yes/ No	Comment
10.0	Suitability for Cargo, Cleanliness etc.		
10.1	Deck gratings, condition		
10.2	Fan Rooms, Condition		
10.3	Ducting, condition		
10.4	Insulation/ Lagging Type and condition		
10.5	Refrigerated type & quantity of load charge		
10.6	If Brine, quantity of calcium chloride in system.		
10.7	Control flaps/ Air freshening (cross out type not fitted)		
10.8	Temperature monitoring plant		



10.9	Air delivery & return sensors		
10.10	Cargo space sensors		
10.11	CO2 monitoring equipment fixed and portable		
10.12	Humidity recover		
10.13	Air flow measuring equipment		
10.14	Max air changes per hour		
10.15	Emergency alarms fitted in chambers/ holds		
10.16	Emergency alarms tested operational		
10.17	Cargo temperature records inspected and satisfactory		
10.18	Spares on board to meet class requirements		
10.19	Sufficient spare refrigerant gas on board for 50% of plant fitted		
10.20	If Brine machinery, sufficient spare calcium chloride on board for 50% of system?		
10.21	Does vessel meet all Class requirements?		

Section 11: Cellular Container Ships – (See section 8 + additional requirements)

No.	Description	Yes/ No	Comment
11.0	Class approved lashing manual		
11.1	Class approved stowage plan		
11.2	All lashings tested and in Chain Register		
11.3	Cell guides & pads in good order		
11.4	Bilges checked for dry and suctions clear		



11.5	Bilge alarms: High level alarms fitted and tested satisfactory		
11.6	Sufficient lashing equipment on board in good order and type of twistlock		
11.7	Maintenance plan for lashing gear in operation & recorded		
11.8	Column & tier weight restrictions in operation		
11.9	Hazardous cargo segregation system in operation		
11.10	Segregation of Temperature controlled units in operation		
11.11	Vessel's procedure manual for cargo stowage being observed		
11.12	Electrical connections for Reefer boxes in good order		
11.13	Calculations of bending torsion moments & shear forces.		
11.14	Methods used for calculating lashings required.		
11.15	Procedure for the determination of lashing requirements during the voyage should the GM increase.		
11.16	Sufficient spares on board for a 3-month period.		

Section 12: Passenger RoRo Ships – (See section 8 + additional requirements)

No.	Description	Yes/ No	Comment
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12.0	Domestic or Foreign going trading (Domestic trade route to be specified)		
12.1	Fire Detection system, heat, smoke or both. (Cross out those not fitted)		
12.2	Fixed firefighting system fitted: Sprinkler/ Drencher/ Watermist/ Co2 (cross out types not fitted)		
12.3	Watertight doors, condition of doors, seals and securing clips all in good order.		
12.4	Fire resisting doors, in good order		
12.5	Bow Visor, in good order		
12.6	Bow watertight door, closing mechanism & seals in good condition		
12.7	Shell door securing arrangements and seals in good condition		
12.8	Stern doors securing arrangements and seals (if fitted) in good condition		
12.9	Water ingress and flooding alarms checked operational		
12.10	All doors subject to CCTV with monitor on bridge		
12.11	Watertightness of stabiliser compartments, if fitted		
12.12	Public rooms, General impression.		
12.13	Galley & food handling areas clean & safe working practices in operation		
12.14	Dining rooms and all food serving area, clean and in good condition		
12.15	Safety signs for passengers, language, clarity," Dayglo" International signs fitted		
12.16	Escape routes clearly marked & illuminated		
12.17	Passenger and car ramps, raising/ lowering machinery and ramps in good condition		
12.18	Passenger and crew lifts, all in good order and certificates displayed in cars		
12.19	Lift certificates: date of expiry		
12.20	Cargo and truck lashing gear all approved and in good condition		
12.21	System of identifying number of passengers on board		



Section 13: Oil Tankers, Chemical Carriers, OBO's & O/O's Pumproom/s

No.	Description	Yes/ No	Comment
13.0	Safety warning signs posted (Do not include paper signs)		
13.1	Rescue equipment including BA sets available		
13.2	Fixed gas detection systems fitted and seen working		
13.3	Firefighting equipment available and all in good condition		
13.4	Rescue hoist in place in a good order		
13.5	Drenching system, type fitted, warning notice & alarm		
13.6	Lighting: all of approved gas tight type in good order		
13.7	Ladders and guard-rails: good condition & undamaged		
13.8	Ventilation: Inlet can be from bilge & high level		
13.9	Bilges: depth from floor plate to bottom of pumproom		
13.10	Bilge alarm: depth 1 st sounds		
13.11	Bilge condition: Oil present and how much		
13.12	Pipe condition: good/ fair/ poor		
13.13	Pumps: Number fitted: Capacity/ hour		Number: Capacity:
13.14	Pump prime movers' type and position (In/out pumproom)		Type: Position:
13.15	Ballast pumps number of and position (in pumproom or engine room)		Number: Position:
13.16	Date cargo pump relief valves last tested date		
13.17	Cargo pump and pump shaft bulkhead seals (if applicable) tight and leak free		
13.18	Cargo pump emergency stops: tested & were fitted, date		



13.19	Stripping pump/s: number of and type		Number: Type:
13.20	Oily/ water bilge discharge to manifold (MARPOL line)		
13.21	Instrumentation, Gauges and controls all operational		
13.22	Communications to CCR & Engine room tested OK		
13.23	Date pipeline systems last tested and whether marked		
13.24	ODME Oil discharge monitoring equipment found operational		

Inert Gas system. Oil & Chemical Carriers, OBO's & O/O's

No.	Description	Yes/ No	Comment
	System type: Flugas or Generator		Type:
	Fixed gas measurement system		
	Portable gas measuring equipment		
	Fixed O2 measuring equipment		
	Portable O2 measuring equipment		
	Pressure recording equipment local and CCR		
	Measured level of O2 at Generator/ Fan		
	Measurement of O2 in random tanks (identify tanks)		
	Deck water seal: in good working condition		
	Pressure/ high O2/ Flame failure alarms, local & remote checked in presence of Surveyor		
	Tank washing system: Type fitted		Type:
	Tank washing system: in good working order.		

Deck Pipework & Systems

No.	Description	Yes/ No	Comment
	Tank valves: Automated or manual		
	Manifold Valves: automated with override or manual		



Pipelines: good appearance with no leaks/ corrosion		
All manifold valves with blanks, joints & fully bolted up		
Manifold Savealls: fitted with drains & plus		
Vents: common or individual, in good order		
Pressure/ Vacuum vales, date last set & tested		
Ullage ports: hinges free and deals in good condition		
Fixed ullaging equipment: local or local & remote in CCR		
High & Lo level alarms tested and in good order		
Pressure checking of washing system with alarm fitted.		

Chemical Tankers (Additional requirements)

No.	Description	Yes/ No	Comment
	Vessel type as classed by IMO		
	Type of internal tanks		
	Type of tank coatings		
	Coating compatibility guide		
	Cargo compatibility guide		
	Tank Cleaning Guide		
	Class approved cargo loading manual		
	Deck Tanks number & Type		
	Protective clothing available and in use		
	Breathing apparatus & spare air cylinders and/ or compressor on board		
	De-contamination FW showers		
	Eye washing stations (how many and are all working)		
	Oxygen resuscitation equipment		



Gas Carriers LPG & LNG (Additional requirements)

No.	Description	Yes/ No	Comment
	Cargo tank construction: type fitted		
	Cargo tank insulation: type fitted		
	Designed minimum temperature		
	Designed maximum temperature		
	Designed minimum and maximum tank pressures		
	Void spaces inerted		
	Number of cargo pumps & type (deepwell/ moveable)		
	Emergency cargo pump		
	Spare pump connection cables (inc. M.I)		
	Cargo tank relief valves: date last tested		
	Cargo tank relief valves security seals intact		
	Mercaptan Odouriser correctly stowed on deck		
	Inert Gas system type: Flu Gas or Generator		
	Fixed Gas Measurement system		
	Portable gas measuring equipment		
	Fixed O2 measuring equipment		
	Vapour return line		
	Portable O2 measuring equipment		
	Pressure recording equipment: Local and CCR		
	Measured level of O2 at Generator/ Fan		
	Measurement of O2 in random tanks (identify tanks)		

Gas Carriers LPG & LNG cont.....

Deck water seal, in good working condition			
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Pressure/ high O2/ Flame failure alarms Local & remote, checked in presence of Surveyor.			
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Defect List

No.	Defect found	Remedial action required
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