

## Condition Survey - Guidance Notes for Surveyors

### The objective of a Condition Survey is to:

Satisfy the Managers of the Club that a vessel is in a fit condition for entry, and/or identify defects that could potentially expose the Owner and the Club to P&I claims.

To achieve this objective it is therefore essential that a thorough condition survey is conducted and that any findings that may be identified are reported in a concise and uniform manner.

The Owner will have been informed in advance of the requirement for the survey and should notify the Master and the agent that this is to take place in order that appropriate preparatory work can be undertaken. The Club will include the agents' details or details of a local representative of the Owner in its instructions. The surveyor should liaise with the agent and/or identified local representative – e.g. a superintendent - to coordinate attendance. In the event of the surveyor experiencing any difficulty in conducting the survey, the Managers' Representatives should be contacted immediately. The surveyor should where possible discuss the scope of the survey and any preparatory work that will be required for a safe completion of the survey such as tank entry arrangements.

The surveyor is required to report in two-stages. The Summary Report is to be submitted within 24 hours of attending the vessel and the Formal Report is to be submitted to the Club within 14 days of attendance.

### Summary Report

The [Summary Report](#) (report formats are embedded in the MOI or can be downloaded from the Club's website) is to be completed immediately after the initial attendance(s) onboard the vessel. The MS Word report, a representative selection of general photographs of the vessel and a list of deficiencies noted during the survey should be completed and emailed to the Club. The list of deficiencies should include details of the remedial action considered necessary to rectify them. Any additional items as may be determined by the LPD during the process of reviewing the report will be added to the end of the applicable section of the deficiencies list and will be annotated to reflect that they have been added by LPD.

Upon completing the survey, where deficiencies have been identified, this should be highlighted to the Master or designated crew member and a signed copy of the deficiencies list, is to be left onboard the vessel. Any response or general remarks by Master/crew is to be included in the summary report as appropriate.

### Formal Reports

The [Formal Report](#) should be completed and forwarded to the Club within 14 days of completion of the survey. Comprehensive comments should be made in respect of the various items or areas inspected, and the surveyor should not feel constrained to limit the commentary to fit the space in the standard form. The form can, and should be, expanded as necessary.

The format of the Formal Report is such that most of the pages are designed to cover items considered common to all types of vessel, i.e. hull, machinery, classification, safety and navigation, and shipboard management. Additional and optional pages are provided and should be completed as may be considered applicable to the vessel type – e.g. tanker, container vessel, passenger vessel, OSV etc.

Formal reports are to be issued electronically as an MS Word file and, where possible, should include photographs presenting an overview of the vessel and her holds, tanks, decks and fixtures and fittings as appropriate. So far as possible photographs should be included of all defects found or rectified defects, and similarly photographs of tests conducted.

Photographs should have captions, which describe the condition(s) that they illustrate and captions should be in close proximity to the photographs, not listed elsewhere, in order to enable the reader to be readily aware of the condition that is being illustrated. (Where the data size of photographs prohibits them from being embedded in the Formal report, then a separate PDF document of photographs and their captions can be submitted, the PDF document complying with the above requirements in regard to content, deficiencies, tests and captioning. No logos to be included.)

As can be seen from the report templates the survey report is comprehensive. It not only covers the condition of the vessel's structure, but also considers its maintenance, cargoworthiness, and the way in which the vessel is manned and operated, particularly with reference to safety and pollution prevention.

The surveyor should review the latest steel thickness gauging/ultrasonic test reports where available and comment, in the report, on areas where excessive wear down/diminution of thickness have occurred.

A vessel's cargoworthiness is of significant interest to the Club, and the surveyor should give this aspect of the survey special consideration. To facilitate this, close liaison should be maintained with the vessel's agent / local contact in an endeavour to ensure that the survey is conducted at a time when its effectiveness will be maximized, and particularly such that inspection and tests for cargoworthiness can be completed as fully as possible.

Guidance on determining cargoworthiness specific to various vessel types is set out in the following documents (all of which can be downloaded from the Club's website):

[Cargoworthiness \(Dry Cargo\)](#)

[Cargoworthiness \(Bulk Carriers\)](#)

[Cargoworthiness \(Dry Cargo – Specialised Ships\)](#)

[Cargoworthiness \(Tankers\)](#)

[Cargoworthiness \(Gas Tankers\)](#)

If for some reason tests for cargoworthiness cannot be conducted, e.g. the vessel is not cargo-free, the surveyor should note this in the report. The surveyor should also state why these tests could not be held and clearly state that any comments concerning the vessel's cargoworthiness are based on a visual inspection only.

Where time and operational limitations impact the available time onboard for undertaking tests representative testing may be acceptable, however, testing requirements should be extended where defects are found.

Where practicable, applicable and appropriate ballast tanks should be inspected internally and the surveyor should, where possible, and in liaison with the vessel, plan ahead by nominating the tanks that are to be surveyed. Representative inspection is acceptable.

Where possible tests should also be made of the following equipment, oily water separator(s) and associated alarm(s); emergency steering gear and bridge/steering flat communications; emergency fire-pump; emergency generator; life-saving and firefighting equipment, including fire-flaps; life-boat(s) swung out etc. Note that this list is not exhaustive.

It is not necessary to submit photocopies of class and statutory certificates (dates to be recorded in the report), conditions of class (a brief summary to be included) or ultrasonic test reports of steel thickness gauging (details of excessive thinning to be given). The surveyor should however retain photocopies of the documents in case any clarification is necessary.

All completed surveys should be sent to the Condition Survey team at: [ship.surveys@simsl.com](mailto:ship.surveys@simsl.com)

Should further information be required concerning Condition Surveys and the manner in which they are to be conducted then the Ship Survey team should be contacted at the above address.

The list of deficiencies is split into three sections. The first section details defects which are a concern from the P&I risk perspective and will need to be rectified to the satisfaction of the Club. The second section details tests, requirements and inspections that are outstanding upon completion of the survey. The third section (Observations) lists recommendations which, although not of immediate concern from the P&I risk perspective, should be of interest to the vessel / owner as representing good industry practice.

All defects or recommendations which require rectification should be included in this list. Deficiencies should not be omitted basis they relate to matters that might not be expressly covered by any of the headings in the summary report format. As identified earlier, upon completing the survey a signed copy of the deficiencies list is to be left onboard the vessel.

Items should be numbered consecutively from 1 within each section of the list of deficiencies. Surveyor should avoid grouping together multiple deficiency even within the same shipboard item and where appropriate.

The surveyor should not set a period within which defects should be completed. This is a matter for the Club. However, if the surveyor considers that a defect needs urgent attention, e.g. before the vessel sails, the surveyor should draw this to the Master's attention and inform the Club immediately and follow up by email, in a note to accompany the Summary Report.

During any follow-up survey the status of the defects found during the initial survey is to be reported as either completed, in progress or outstanding. Items are not to be deleted or re-numbered on the list of deficiencies and any additional items found during the course of a follow up survey are to be appended to the end of the deficiencies list.