

INSTRUCTIONS TO SURVEYORS FOR COMPLETING THE SURVEY FORM

1. Report sections

The full report consists of three sections:-

Part A – Sections 1-3 Executive Summary.

These sections, together with any supporting documentation, are to be emailed to the Club within 24 hours of completing the survey as a preliminary report. They are also to form part of the final report.

Part B –Section 4 Survey Questionnaire (All Ships)

This section is to be completed by the surveyor for all ship types.

Part C –Section 5 onwards Survey Questionnaire (Specific Ship Types)

This section is ship type specific and should be completed by the surveyor.

2. Filling out the form

For Sections 3, 4 and 5, the surveyor is required to tick one of the four boxes:-

- Y** Yes = Entirely satisfactory in both condition and compliance with regulations etc. Please note items 4.3.3, 4.4.15 and 4.6.13 are exceptions to this rule.
- N** No = Item inspected but not satisfactory (poor condition or non-compliance with regulations).
- NI** Not Inspected = Item not assessed.
- NA** Not Applicable = Does not apply to this ship.

For any items answered “**No**” the surveyor must provide additional information and clarification in the remarks column provided. A “**No**” should also generate a recommendation. Note for items 4.3.3, 4.4.15 and 4.6.13 this applies to “**Yes**” rather than “**No**”.

“**NI**” will be applicable if the item is relevant to the ship being inspected but could not be surveyed. A comment should be made in the remarks column explaining why the item was not checked.

In order to achieve consistency of reporting, the following descriptions are to be used:

Very Good	▶	Condition better than average in all respects; original strength/performance unimpaired; no maintenance or repairs required
Good/ Satisfactory	▶	Condition average; wear and tear evident, but original strength/performance not significantly affected
Fair	▶	Condition below average; wear and tear evident and original strength/performance affected, but not in need of immediate maintenance or repairs.
Poor	▶	Condition below average; deficiencies in need of immediate maintenance or repairs.
Very Poor	▶	Condition deteriorated in all respects; beyond practical repair; requires renewal or replacement
Subject to further survey	▶	Condition of item could not be ascertained and further inspection recommended.

3. Comments

Even in the case of no relevant defect surveyors are encouraged to complete the "Remarks" column after each item and the "Additional information" area below each section as these help assist with the overall assessment of the ship and management

4. List of Defects/Deficiencies & List of Uninspected Items

A list of all defects/deficiencies noted during the survey is to be given to the owner's representative or master on completion of the survey. The list should consist of 4 columns as per the following example:

Consecutive Number	Survey Form Reference	Descriptive text	Photo to be included in detailed reporting to the club?
1	4.10.6	Some roller fairleads seized.	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N
2	4.10.10	2 fibre mooring ropes forward found spliced.	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
3	Etc.		

A copy of this list is to be attached to the executive summary and to the final report as an enclosure. A cross reference to the defect should be made in the remarks column of the appropriate item on the survey form, together with a reference to any relevant photograph.

If appropriate, please also repeat this for any survey items that could not be inspected, stating the reason(s) why inspection was not possible.

5. Summary of Safety and Operational Tests.

The summary of operational tests as set out in the executive summary is to be completed. The results of each test, including the method of testing if appropriate, are to be clearly set out in the results/remarks column. Any additional tests carried out should be added to the list. Hold hatch covers are to be tested using ultrasound equipment (state equipment type in additional information). All hatches, all bilges, all ballast tanks etc. are to be tested as far as possible. If selective testing is carried out this must be clearly stated.

6. Distribution

Part A of the Condition Survey Report Form should be completed and submitted as Preliminary Report together with a copy of the List of Deficiencies and is to be E-mailed to us within 24 hours of completing the survey – please also include at least one photo to show general condition and photos of identified defects in this report. This report must also detail any tests/inspections that could not be conducted at the time of survey (see 4 above). Further to the preliminary report, the full report (Parts A, B & C, the List of Defects/Deficiencies, the Photo album plus additional enclosures) should be forwarded here as soon as possible, again by E-mail (we no longer require hard copy to be posted), together with account for survey fees and expenses. Photos should be provided to show general ship condition (around 30 normally suffice) as well as any defects noted – these must be compiled into a single document and not submitted as separate image files.

A detailed time sheet is to be submitted with your account. Invoices should be addressed to the registered owners and directed to the issuing West of England office, please note that we do not use the "Feesable" system.