

GUIDANCE NOTES  
FOR **SURVEYORS**  
& SCOPE OF P&I  
CONDITION SURVEY



**The Ship Condition Survey must not compromise safety, interfere with the ship's normal operations, delay schedules or in any way commercially inconvenience the ship or the Members.**

In accordance with the requirements of the International Group of P&I Clubs, ships may need to be surveyed as a condition of acceptance, renewal of entry, or at the discretion of the Britannia P&I Club's Managers.

Condition surveys are undertaken to assess the physical condition of Members' ships and to provide a brief overview of some shipboard management systems and procedures. The report submitted should be factual, objective, and concentrate on safety practices and operational procedures. Surveyors are expected to apply their professional judgment and expertise in identifying potential risks which could develop into P&I claims.

However, surveyors must refrain from offering advice to the Master or the Owners' representative concerning matters of P&I cover or the vessel's suitability for entry into the Club. Such matters must be reported directly and solely to the Britannia P&I Club.

Instructions for completing the survey forms are detailed on the following pages. The following should also be noted and complied with:

**In addition to the checklists, any defects identified where the crew, vessel, or supporting documentation fail to meet regulatory requirements (e.g. SOLAS) shall also be raised.**

## COMPLETING THE FORM

### LATEST VERSION OF SURVEY FORM

- The Survey Form is under regular review - please always ensure that the latest version is used.
  - The Club will provide latest version of the template or provide a location/weblink.
  - The checklist is divided into 4 parts (A, B, C & D) and hatch cover templates.
  - In addition to above, a separate signed defect list should be provided.
1. The final report should be sent within 5 working days, any delays in submission should be communicated with the reason.

**If at any time prior to submitting the report you determine that the vessel poses unacceptable risks to the Club (including any individual score of 5 or an aggregate score of 35 or more), you must immediately notify the Club using the fastest and most effective communication channel available**

2. Defects list should be signed by the surveyor and Master or Representative of Members leaving the ship.
3. Part C - should appropriate to the ship type

You should tick one of four boxes:

Y	Yes	Available, implemented and entirely satisfactory in both conditions and compliance with regulations etc.
N	No	Not implemented or not satisfactory due to poor condition or non-compliance with regulations etc.
N/A	Not applicable	Does not apply to this ship.
N/I	Not inspected	Item not inspected / not available.

**Any question answered 'No' requires objective evidence and must be recorded in the defect list.**

**Any negative comments made by the surveyor in the text/description section must be supported by corresponding defects in the relevant section.**

**Where any section is reported as 'Not Inspected (NI)' or 'Not Applicable (NA)', surveyors must provide a clear justification if the reason is not self-evident.**

# HATCH COVER REPORT

Hatch cover test templates, including diagrams, must be used for Ultrasonic (UST) testing.

This form may be filled in by hand as required to reflect hatch cover design onboard and presented to the Master for signature.

This requirement applies to all bulk carriers, general cargo vessels, and reefer ships. For ultrasonic tests, a valid calibration certificate must also be attached. Operators must have training to operate the equipment. All hatch cover inspections must include a through visual inspection and photographs of the hatch covers and hatch packing, coamings and fittings.

## DOCUMENTS | IN PDF FILE (following should be identified/submitted as separated file)

- i. Separate file for condition of class/class documents
- ii. Separate crew list
- iii. Ships particulars
- iv. UST equipment's calibration cert

All photos in one PDF document should be identified as per the appendixes below and not containing more than 4 photos on each page. Total max size 20 MB. Note: Appendix H must be separate.

- i. Photo Appendix-A (General Condition - Deck, Hull, Ballast, FPK, APk, Void Spaces etc.)
- ii. Photo Appendix-B (Cargo - General, Hold, Lashing, Cranes etc.)
- iii. Photo Appendix-C (SOPEP/SMPEP/Spill containment etc.)
- iv. Photo Appendix-D (LSA, FFA, Safe Access/Walkways, Steps, Safety etc.)
- v. Photo Appendix-E (Moorings, Anchoring, Fender etc.)
- vi. Photo Appendix-F (Engine Room, Floor plates, Leaks, E/R Bilges, illumination)
- vii. Photo Appendix-G (Navigation Bridge, Accommodation, Lighting & Other Areas)
- viii. Photo Appendix-H (Defect, Deficiency, Issues items)
- ix. Photo Appendix-I (Hatch Cover, Channels, Coamings, Joints, Drainage, Condition; Test etc.)



FIGURE 1 VISUAL INSPECTION OF HATCH COVER

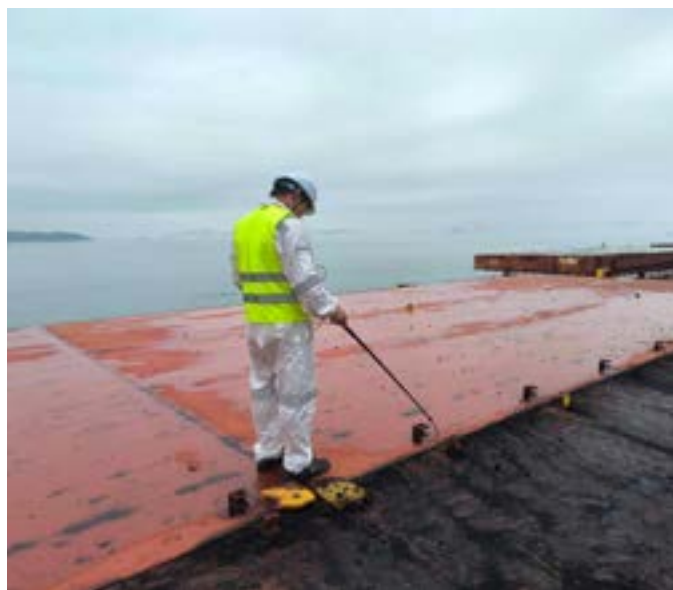


FIGURE 2 CONDUCTING ULTRASONIC HATCH COVER TEST

## HOW TO SCORE GRADING SECTIONS

Please review the rating criteria and guidelines provided within the form/checklist and carefully refer to the example below for proper completion. If any doubt exists, please contact the Club.

### GRADING

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

**NOTE:** The number of defects will have an impact in determining the Grade in each of the categories. The total number of defects recorded across all subcategories must equal the number indicated in the Defect List. For example, if the Defect List contains 10 entries, the sum of defects shown in the subcategories must also add up to total 10.

<b>SHIPBOARD MANAGEMENT</b>		] ADD OVERALL GRADE HERE (1-5)
Drugs/Alcohol Testing		
ISM/MLC		] INCLUDE NUMBER OF DEFECTS ONLY
<b>FIRE SAFETY</b>		] ADD OVERALL GRADE HERE (1-5)
Emergency Lighting and Exits		
		] INCLUDE NUMBER OF DEFECTS ONLY

1. If any of the above categories are rated as 3 (fair), 4 (poor), or 5 (very poor), a brief explanation for the assigned grade must be provided in the final row ('Other' section) of the respective category.
2. Defects identified by the surveyor and rectified prior to leaving should be included in the defect list, with the additional comment 'Defect rectified during survey'.
3. An observed deficiency based on Industry best practice, e.g. from ICS Bridge Procedures Guide, ISGOTT should be recorded as a Remark, i.e. in the space for Item NO, simply state 'Remark'.

## QUALITY CONTROL

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

## NON DISCLOSURE

The results of the survey should not be disclosed to any third party. Upon completion of the survey, the list of deficiencies and the findings including Hatch Cover Ultrasonic Testing if applicable must be discussed with the Master and/or the Owner's representative, and a copy provided for their records. The results of the survey are confidential and should not be disclosed to third parties. The survey report itself must not be released to the Master or Owner's representative without the explicit authorisation of the Club.