



Condition Survey Report - Passenger Vessels

Score	Flagged items	0	Actions	0
Site conducted				Unanswered
Ship name				
IMO No:				
Member Group No:				
Member Group Name:				
Conducted on:				
Survey Company:				
Location:				
Type of report:				

INSTRUCTIONS

1. Please answer the questions below.
2. Add photos and notes to questions
3. To add a Corrective Action click "Action," provide a description, assign to a member, set priority, and due date
4. Complete audit by providing digital signature
5. Share your report by exporting as PDF, Word, Excel or Web Link

GENERAL INFORMATION

Date survey completed:

Survey port:

Surveyor's name:

Survey company:

Surveyor's ref. number

Order club:

Club ref. no.:

This report, and any accompanying documentation or photographs, has been compiled for the sole use of the Club for insurance purposes only and should not be disclosed to third parties without prior written permission from the Club. The information contained in this report, and any accompanying documentation or photographs, is not exhaustive as to the general condition of the ship and should not be relied upon by members or by any other party as any assurance, representation or warranty as to the condition of the ship and nothing herein shall prejudice the Club's rights under the insurance policy in the event of a dispute between the Club and the member relating to the condition of the ship.

1. Vessel's particulars

1.1 PARTICULARS

1.1.1 Ship's name:

1.1.2 Ex. names:

1.1.3 IMO No:

1.1.4 Flag state:

1.1.5 Builder:

1.1.6 Year built:

1.1.7 Class society:

1.1.8 Class notations:

1.1.9 Ship type & brief description:

1.1.10 GT:

1.1.11 DWT:

1.1.12 Last docking:

1.1.13 Last Class Renewal:

CREW MATRIX

NOTE: If hatch cover only survey please do not complete

Click "Add Rank"

2. CIRCUMSTANCES OF SURVEY

Describe in brief the circumstances under which the survey was carried out, such as, but not limited to, the date and the time the survey commenced and date and time of completion, if the Master was aware of the visit, the operational status of the vessel at the time, type of cargo handled if applicable, and particular observations or information the Surveyor may consider to be of interest for the Club.

Comment

*Areas not inspected (NI)

Areas not covered during the current inspection and any items marked NI (giving details of item number and description), including the reason for not carrying out a full inspection, should be stated below.

Details

2.1 Ship's trading pattern:

2.2 Cargo onboard and last three cargoes

2.3 Master's name:

2.4 Company name on the ISM DOC:

2.5 Name of owner's representative:

2.6 Time under present management

2.7 Ballast tanks inspected*:

2.8 Cargo holds/tanks inspected*:

2.9 Was a tightness test of hatch covers carried out?

2.10 If yes, type of test carried out and equipment used:

3. EXECUTIVE SUMMARY

0 / 50 (0%)

3.1 Survey summary

0 / 50 (0%)

Following the completion of the survey, and based on the surveyor's overall impression of the vessel, the surveyor is requested to rate the following areas (1=excellent 2=good 3=fair 4=poor 5=very poor)

Shipboard management*:

Safety*:

Fire safety*:

Life saving appliances*:

Pollution and environmental awareness*:

Navigation*:

Apparent structural condition (inc hatch covers if survey required):

Machinery*:

Cargo worthiness (inc hatch covers if survey required):

Maintenance and housekeeping (inc hatch covers if survey required):

* If performing a hatch cover only survey please do not complete

3.2 Surveyor's summary

Advise on the subject(s) which give rise to the most concern regarding safety of crew, vessel or cargo:

Comment

Additional Comment

Additional Photo

Part B	0 / 114 (0%)
4. SURVEY QUESTIONNAIRE	0 / 114 (0%)
4.1 Class and Statutory Certificates	0 / 3 (0%)
4.1.1 Are the relevant class and statutory certificates valid	
4.1.2 Are certificates without any conditions, recommendations, exemptions or memoranda affecting safety of life, ship, cargo or environment?	
4.1.3 Does the vessel possess all necessary certification?	
4.2 Shipboard management	0 / 14 (0%)
Section to be completed taking into consideration time under present management	
4.2.1 Are internal audits carried out at regular intervals and are they satisfactorily reported?	
4.2.2 Are safety meetings carried out at a regular interval and a protocol kept?	
4.2.3 Are non-conformity / accident / near accident reports raised and handled in a satisfactory manner?	
4.2.4 Are Masters' Reviews carried out and satisfactorily reported?	
4.2.5 Is the planned maintenance system implemented and kept up to date including critical spares list maintained?	
4.2.7 Is SPS (ISPS) prescribed access control in place?	
4.2.8 Are there contingencies plans on board to deal with emergencies and spills, if applicable?	
4.2.9 Is a muster list available, current and prominently posted in relevant areas?	
4.2.10 Is an adequate emergency command structure in place?	
4.2.11 Are fire control plans posted, properly maintained and also available externally?	
4.2.12 Is manning in compliance with the Safe Manning Certificate?	

4.2.13 Is there a Cyber Security Policy in place?

4.2.14 Does the vessel have any anti-malware and USB device policies as part of its cyber security procedures? Does software on board appear to be regularly updated.

4.2.15 Cyber Security: Is there multi-level password control to all sensitive software and OT devices?

4.3 Crew

0 / 4 (0%)

4.3.1 Are at least officers proficient in Maritime English to communicate efficiently?

4.3.2 Is there an identified common language spoken by crew?

4.3.3 Does the company have a briefing / de-briefing policy for Master/Chief Engineers prior to joining/after signing off?

4.3.4 Is random or specific drug/alcohol testing undertaken?

4.4 Safe Working

0 / 11 (0%)

4.4.1 Are safe working practices, including work permit procedures, implemented, and adhered to particularly with regards to enclosed space entry?

4.4.2 Are portable oxygen and gas detection meters provided, regularly calibrated and are the crew able to operate these effectively?

4.4.3 Is relevant personal protective equipment and clothing, appropriate to the vessel type and cargo, provided and in use?

4.4.4 Is adequate lighting provided throughout the vessel?

4.4.5 Are alarms from cold stores and freezers in apparent satisfactory condition?

4.4.6 Are walkways, stairways, catwalks, ladders, platforms and handrails, as applicable, in apparent satisfactory condition throughout the vessel?

4.4.7 Are mobile safety guards such as rails, lines and wires etc, provided and in use?

4.4.8 Are derricks, cranes and other lifting equipment properly maintained / marked? Have periodical inspections and testing been carried out?

4.4.9 Are the pilot ladders in apparent satisfactory condition, properly marked and certified?

4.4.10 Are the remaining boarding arrangements (e.g., accommodation ladders, gangways etc.) in apparent satisfactory condition and safely rigged?

4.4.11 Are emergency drills carried out frequently on board?

4.5 Hygienic Standard and House Keeping

0 / 3 (0%)

4.5.1 Are crew galley and pantries clean and tidy? Is fitted equipment in apparent satisfactory condition? Are suitable food handling procedures in place?

4.5.2 Are provision and cold stores clean, tidy and maintained to correct temperature?

4.5.3 Is the general housekeeping standard satisfactory?

4.6 Fire Safety

0 / 12 (0%)

4.6.1 Is the fire detection system in apparent satisfactory condition?

4.6.2 Are fire pumps, mains, hydrants, extinguishers in apparent satisfactory condition?

4.6.3 Are fire stations in tidy condition and is it evident that the fire fighting equipment has been tested in connection with fire fighting drills?

4.6.4 Are there sufficient self-contained breathing apparatus and are they in good condition, sufficiently charged and within test date?

4.6.6 Are emergency escape sets provided?

4.6.7 Are fire hoses and fire hose lockers in apparent satisfactory condition?

4.6.8 Are fixed fire-extinguishing systems in apparent satisfactory condition with release instructions posted?

4.6.9 Are combustible and hazardous liquids stored in designated spaces and provided with Material Safety Data sheets?

4.6.10 Are acetylene and oxygen bottles stored in well ventilated and securely, signed designated places?

4.6.11 Are main and emergency exits clearly marked and unobstructed?

4.6.12 Is the fire integrity, including fire doors, fire dampers, shutters and bulkhead penetrations (where visible) throughout the vessel in apparent satisfactory condition?

4.6.13 Are engine room safety equipment and alarm monitoring systems fully functional and regularly tested? E.g. emergency generator, quick closing valves, ventilation shutdown and dampers, etc.?

4.7 Life Saving Appliances

0 / 8 (0%)

4.7.1 Are lifeboats, rescue boats and their davits in apparent satisfactory condition including the on-load release mechanism?

4.7.2 Has the manufacturer or their approved representative serviced the on-load release?

4.7.3 Are life rafts and hydrostatic releases properly secured / fitted and in apparent satisfactory condition?

4.7.4 Are life buoys of approved type in various locations and in apparent satisfactory condition?

4.7.5 Are life vests/jackets of approved type, in good condition and sufficient in numbers?

4.7.6 Is the medical locker sufficiently stocked, tidy and contents in date?

4.7.7 Are signs for safety equipment in place marked with IMO symbols and instructions written in the working language of the vessel?

4.7.8 Are emergency escape route fluorescent markings fitted and in apparent satisfactory condition?

4.8 Pollution Control

0 / 11 (0%)

4.8.1 Are save-alls and spill containment equipment in apparent satisfactory condition?

4.8.2 Is the vessel apparently free from any hull, bulkhead, valve or pipe- line leakage, including hydraulic lines, liable to cause pollution or affect safe operations?

4.8.3 Is the vessel provided with an approved SOPEP / SMPEP and, if applicable, a VRP?

4.8.4 Is sufficient oil spill clean-up equipment available as per the SOPEP / SMPEP Manual?

4.8.5 Is the Oil Record Book Part I (and, if applicable, Part II) properly filled out and up to date?

4.8.6 Are operations procedures in place for bunkering and oil transfer?

4.8.7 Are OWS and bilge pumping systems functional and inspected regularly? - 15 ppm alarm tested, emergency bilge tested?

4.8.8 Is a Garbage Management Plan in place and is the Garbage Record Book up to date?

4.8.9 Are appropriate procedures in place for fuel switch over?

4.8.10 Is there an approved Ballast Management Plan on board and is the Ballast Water Record Book properly completed?

4.8.11 Are Bunker Delivery Notes and bunker samples available on board?

4.9 Bridge, Navigation and Communication

0 / 13 (0%)

4.9.1 Is bridge navigation and communication equipment in apparent satisfactory condition?

4.9.2 Is there an apparent working system in place to correct nautical charts and publications?

4.9.3 If applicable, have officers undergone an approved ECDIS training course and type specific familiarisation?

4.9.4 If fitted, is the Bridge Navigational Watch Alarm System in apparent satisfactory condition?

4.9.5 If fitted, is the Voyage Data Recorder operational?

4.9.6 If VDR is fitted, is the Master aware of how to save and retrieve data in the event of an incident?

4.9.7 Are regular checks on VDR operation implemented and recorded to ensure that the complete dataset is being correctly recorded? Date of last check?

4.9.8 Are Bridge Procedures, Company and Master's Standing Orders in place and followed?

4.9.9 Are navigation lights in apparent satisfactory condition?

4.9.10 Is passage planning properly carried out and covering berth to berth?

4.9.11 Is emergency communication between bridge-engine room and bridge-steering gear room in apparent satisfactory condition?

4.9.12 Is external weather routing in use for ocean voyages? (For comment only, not considered a defect if weather routing not used.)

4.9.13 Is the vessel's condition verified and recorded including trim, list, draft, and intact stability prior to sailing?

4.10 Hull and Deck

0 / 11 (0%)

4.10.1 Is the visible condition of the vessel including shell plating and deck plating in satisfactory condition?

4.10.2 If sighted, does the thickness gauging report show areas with excessive steel diminution?

4.10.3 Are hull markings legible?

4.10.4 Are vents and air / sounding pipes on deck in apparent satisfactory condition with efficient closing devices and clearly marked with the compartment they serve?

4.10.5 Are deck wiring, piping and cable runs in apparent satisfactory condition?

4.10.6 Are hatch covers, coamings, stays and connections to deck plating free of cracks / heavy corrosion?

4.10.7 Are weathertight doors and stores hatches fully operational and in apparent satisfactory condition?

4.10.8 Are windlasses, winches, rollers, fair leads, capstans, bollards and mooring lines in apparent satisfactory condition?

4.10.9 Are satisfactory emergency towing arrangements in place and in apparent satisfactory condition?

4.10.10 Are emergency towing arrangements in place and in satisfactory condition?

4.10.11 Are visible sections of anchor cables in apparent

satisfactory condition?

4.11 Ballast Tanks & Void Spaces

0 / 7 (0%)

4.11.1 Are tanks and void spaces inspected apparently free from significant wastage, pitting and scale?

4.11.2 Is the corrosion protection (coating / anodes) in apparent satisfactory condition?

4.11.3 Is the inspected steel structure of ballast tanks and void spaces free from buckling, fractures, doublers, temporary repairs and poor alignment etc

4.11.4 Are manhole covers in apparent satisfactory condition?

4.11.5 Are tanks free from any sign of oil contamination?

4.11.6 Is pipe-work passing through tanks / void spaces in apparent satisfactory condition?

4.11.7 Are ballast valves (hydraulic / manual) and actuating systems, if appropriate, in apparent satisfactory condition?

4.12 Machinery Spaces

0 / 17 (0%)

4.12.1 Are engine compartments, including bilges, clean tidy and free from combustible materials?

4.12.2 Is main and auxiliary machinery in apparent satisfactory condition and free from significant oil or water leakages and/or temporary drains?

4.12.3 Is the engine alarm monitoring and control system fully operational and regularly tested?

4.12.4 Is main switchboard protectively located and surrounded by non conducting mat?

4.12.5 Is main switchboard earth fault monitoring equipment operational and indicating a satisfactory status?

4.12.6 Are self-closing devices on sight glasses and sounding pipes fully operational?

4.12.8 Are exhaust manifolds on machinery free from leaks and shielded with intact insulation?

4.12.9 Are FO / LO pipes and flanges adequately shielded?

4.12.10 Are fuel treatment systems fully operational and maintained? - purifiers, filters, viscotherm, etc. ?

4.12.11 Are engine spares properly stored and secured?

4.12.12 Does there appear to be sufficient spare parts ?

4.12.13 Are ER pipe systems, sea suction and overboard valves free from apparent deterioration, leaks, temporary repairs and cement boxes?

4.12.14 Are ER gratings in place secured and in a clean and safe condition?

4.12.15 Is the steering gear free from hydraulic leaks and in apparent satisfactory condition? Are instructions and equipment for emergency steering provided?

4.12.16 Is engine condition monitoring regularly undertaken and recorded? - starting arrangements, performance evaluation, lube oil analysis etc. regularly undertaken

4.12.17 Is the ballast pumping system fully functional and regularly inspected?

4.12.18 Is the engine room housekeeping standard satisfactory? - Lagging and insulation, floor plates, machinery guards, wiring, oil stains, leaks, etc

COMPLETED BY

Name & Signature

Part C	0 / 97 (0%)
5. Passenger Vessels	0 / 97 (0%)
5.1 Shell doors, ramps and other closing appliances	0 / 4 (0%)
5.1.1 Are hull openings and their closing appliances in apparent satisfactory condition and free from signs of water leakage?	
5.1.2 Are closing and sealing arrangements in apparent satisfactory condition and properly adjusted?	
5.1.3 Are drain channels and non return devices in apparent satisfactory condition?	
5.1.4 Can doors / ramps be closed / opened without undue delay?	
•Additional Information	
5.2 Passenger and Crew Safety	0 / 31 (0%)
5.2.1 Is the passenger list properly maintained and as required by Flag?	
5.2.2 Are designated personnel trained in crisis and human behaviour, crowd management as appropriate?	
5.2.3 Is there a system in place for checking passenger numbers at the assembly stations?	
5.2.4 Are procedures in place to verify that cabins are evacuated and measures are in place to control / monitor persons checking cabins?	
5.2.5 Can designated ship's officers and ratings communicate in a language understood by the principal nationalities of passengers?	
5.2.6 Are the passengers provided with proper emergency instructions by general announcements and signs in cabins and public areas?	
5.2.7 Are remote indicators confirming shell door and water tight door status fitted, operational and regularly tested?	
5.2.8 Is low level lighting working satisfactorily and regularly tested?	

5.2.9 Are adequate notices for passengers posted in relevant language(s) for escape routes?

5.2.10 Are decks properly numbered and "you are here" mimic plans prominently posted in relevant places?

5.2.11 Is non-slip material applied on exposed areas of public decks?

5.2.12 Are emergency escape routes from accommodation marked and unobstructed?

5.2.13 Are the swimming pool(s) and whirlpool spas, as appropriate, fitted with suitable rescue equipment, depth markings and safety instructions / warnings?

5.2.14 Are records maintained for water treatment and testing for the swimming pools and whirlpool spas by appropriately trained crew?

5.2.15 Are swimming pools / spas fitted with anti-entrapment / anti-vortex drain covers?

5.2.16 Do steam room / saunas have cut outs?

5.2.17 Is there a vomit and faecal response plan for the swimming pools and whirlpool spas?

5.2.18 Is sport and recreation equipment apparently safe to use?

5.2.19 Are appropriate safe use warning signs displayed?

5.2.20 Is adequate supervision provided?

5.2.21 Is there a food policy manual on board and are procedures for bacterial / viral control established (food, potable water and air handling)?

5.2.22 Are butchers' saws adequately guarded and chainmail gloves provided and used?

5.2.23 Are procedures in place and adequate records maintained regarding the prevention and control of contagious illnesses and diseases, such as gastro-enteritis and / or noro-virus?

5.2.24 Are the furniture and fittings in passenger and crew areas adequately secured to prevent personal injury during ship movement?

5.2.25 Confirm top and bottom steps of passenger stairs are appropriately highlighted to mark changes in deck level?

5.2.26 Are there procedures in place for disabled passengers?

5.2.27 Are there means for disabled passengers to access all appropriate areas of the vessel?

5.2.28 Are there designated escape aids / routes for disabled passengers?

5.2.29 Is there a pest management system on board, as appropriate?

5.2.30 Is there a procedure for the management of passenger's pets?

5.2.31 Are launches in use during appropriate conditions and are there the correct number of personnel operating them who are correctly trained and hold valid certification?

•Additional Information

5.3 Hotel Services

0 / 9 (0%)

5.3.1 Do all hotel staff have the required certification for the job they do, are these certificates valid?

5.3.2 Is there a heavy weather securing routine for cabins and communal areas?

5.3.3 Are all laundry staff properly trained in washing machine & dryer maintenance and safety?

5.3.4 Do the ironing machines have an automatic cutout to prevent overheating?

5.3.5 Are there appropriate provisions in place for the sale of alcohol on board?

5.3.6 Are there procedures for the control of drunk passengers?

5.3.7 Is there a policy in place for the control of bringing alcohol on board?

5.3.8 Is there a planned inspection regime in place for the air conditioning system to check fans and trunking for cleanliness and to test for Legionella or other diseases?

5.3.9 Are cabin / public areas air conditioning systems fully

functional and properly maintained?

•Additional Information

5.4 Safety routines

0 / 7 (0%)

5.4.1 Is the emergency station on the bridge and, if applicable, secondary emergency station, properly arranged and containing all relevant plans, procedures and instructions?

5.4.2 Are fire and safety rounds conducted at regular intervals?

5.4.3 Is an effective drill schedule / matrix in place and followed?

5.4.4 Is there a procedure in place for preventing passengers access to restricted areas?

5.4.5 Are elevators properly maintained, certified and emergency call alarms regularly tested?

5.4.6 Are procedures in place to isolate elevators and fit barriers when maintenance works are being carried out?

5.4.7 Is there a procedure in place to regularly inspect passenger and crew areas and cabins?

•Additional Information

5.5 Fire safety

0 / 13 (0%)

5.5.1 Are fire doors in apparent satisfactory condition

5.5.2 Are the fire door status indicators in apparent satisfactory condition?

5.5.3 Are fire door remote releases operational and regularly tested?

5.5.4 Are fire door closure speeds at a safe level to ensure positive closure?

5.5.5 Are the galley exhaust fire dampers in apparent satisfactory condition? (where visible)

5.5.6 Is the galley hood smothering system in apparent satisfactory condition?

5.5.7 Are the hood top and grease traps clean with the appropriate cleaning records maintained?

5.5.8 Is the accomodation high fog or sprinkler system and balcony drenching system in apparent satisfactory condition?

5.5.9 Are fire-fighting suits and equipment sufficient in number for vessel class and properly distributed?

5.5.10 Is the electrical power supply to the galley hot equipment isolated during periods of non-attendance?

5.5.11 Are balcony partitions and furniture made of non-combustible materials?

5.5.12 Are the hoses attached to the hydrants on the engineering decks, and is the fire main permanently pressurised?

5.5.13 Confirm evidence available showing passenger ship thermographic requirements complied with as per SOLAS?

•Additional Information

5.6 Life Saving Appliances

0 / 3 (0%)

5.6.1 Are marine evacuation systems properly maintained and serviced and crew properly certified in their use, if fitted?

5.6.2 If a fast rescue boat provided, are the crew trained accordingly and maintenance and lowering records correctly maintained?

5.6.3 Is a record of testing of lifeboat release hooks maintained? Are fall prevention devices used during drills?

•Additional Information

5.7 Watertight Integrity and Survivability

0 / 14 (0%)

5.7.1 Do all slide shell doors have remote closed indication and if fitted, a television surveillance system in apparent satisfactory condition?

5.7.2 Is the integrity of watertight bulkhead cable and other penetrations in apparent satisfactory condition?

5.7.3 Is the condition of watertight doors, including visual and audible alarms, in apparent satisfactory condition?

5.7.4 Can the watertight doors be operated from Local / Bridge / Other remote station above weather deck?

5.7.5 Can the watertight doors be operated from emergency hand pump / other stored power arrangement, as appropriate? Random checking required

5.7.6 Do the watertight doors comply with SOLAS requirements for opening / closing times?

5.7.7 Does the status of watertight doors during passage comply with the company policy?

5.7.8 Is the bridge watertight door indicator panel in apparent satisfactory condition, and showing Red light for open door and Green light for closed door?

5.7.9 Is there a procedure in place for establishing that the draught, trim and stability comply with the current requirements for the passage?

5.7.10 If computer based, is this procedure verified regularly by means of manual calculations?

5.7.11 Are swimming pool emergency dump valves regularly tested?

5.7.12 Are cross-flooding procedures and arrangements in apparent satisfactory condition?

5.7.13 Are the scuppers in apparent satisfactory condition? Are they designed to prevent blockages?

5.7.14 Are down-flooding openings (drains) in apparent satisfactory condition?

•Additional Information

5.8 Shipboard Communications

0 / 3 (0%)

5.8.1 Is the public address system in apparent satisfactory condition?

5.8.2 Does the emergency public address system automatically override any on board entertainment and audio systems?

5.8.3 Are the fire / general alarm and the conning position GMDSS panel in apparent satisfactory condition (on main and emergency power)?

•Additional Information

5.9 Documentation

0 / 2 (0%)

5.9.1 Is the Evacuation Plan in place, properly maintained and understood?

5.9.2 Is the Damage Control Plan available, properly maintained and understood?

•Additional Information

5.10 Safety and Operatoinal Tests

0 / 11 (0%)

5.10.1 Engine room bilge high level alarms

5.10.2 Main and emergency fire pumps with two fire hoses on separate hydrants

5.10.3 Engine room remote stops, quick closing valves and shutdowns

5.10.4 Abandon ship drill

5.10.5 Fire drill

5.10.6 Random heat and smoke detectors and manual call points

5.10.7 Fire flaps (manual and / or auto)

5.10.8 Fire door closure (random individual and random zonal)

5.10.9 Watertight door closure (random individual)

5.10.10 Emergency power sources and emergency lighting

5.10.11 Emergency steering

•Additional Information

Sign Off

Name and Signature of Master: (For receipt only)

Name and signature of Surveyor

Part D

Sign Off

Ship's Master:

Surveyor:

Owners Representative (if applicable):

Upload Media

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