

Guidance Notes for Surveyors

1. The E. pandi P&I survey form consists of two parts being Part A and Part B. Part A includes a summary of the surveyor's findings for immediate transmission as a Preliminary Report. Part B provides a comprehensive checklist of the items and areas to be inspected together with references to applicable IMO conventions and other sources of information. These references are intended to assist the surveyor to understand the detailed statutory requirements with which the Members must comply, together with their associated obligations under the Club's Rules.
2. The report form contains extensive "**Notes to Surveyors**" designed to guide the surveyor through the inspection and form completion process and will not be repeated here. The Part B checklist constitutes the minimum inspection to be accomplished and further and more detailed inspection of particular areas may be necessary at the surveyor's discretion.
3. On completion of the inspection, the surveyor must summarise the deficiencies noted and provide his recommendations for rectification in Part A. Recommendations should be prepared with a view to providing the Master and Members with both practical and economic solutions to rectification and should be discussed with the Master. A copy of the P&I deficiencies and recommendations list only (see the "**Notes to Surveyors**") is to be left with the Master after first obtaining his signature for receipt.
4. Surveyors should bear in mind that the principal risks covered by P&I insurance relate to cargo damage, oil pollution, wreck removal, crew injury/ fatality, collision liability and dock damage. The surveyor's focus must therefore be on identifying P&I related deficiencies in the vessel, her equipment, her crew or on board operations which may present an unacceptable risk to P&I underwriters.
5. Surveyors must maintain a positive and helpful approach throughout the inspection which is intended as a loss prevention process, designed to assist the Members and Master. Accordingly, the object is not just to create a long list of deficiencies, regardless of how insignificant they may be in terms of the real risks presented by the type of cargo carried and the vessel's usual trading area.
6. Any P&I deficiencies should be photographed "close up" and from several angles to clearly illustrate the problem. Copies of the "deficiency photos" only should be sent with the Part A Preliminary Report. Captioning is preferable but not essential for transmission with the Part A report.
7. The surveyor must also take photographs of the following areas for inclusion in the subsequent Full Report so as to provide a general overview of the vessel's condition:
 - a) An approach view (taken from ashore or launch) to show the type and layout of the vessel together with name and IMO number.
 - b) General views of the plating condition on the ship's sides, bow and stern.
 - c) Photographs of the internals of the Fore Peak, After Peak, Top Side Tanks and D.B. ballast tanks as are available for inspection.
 - d) Photographs of the decks, hatch covers, hatch coamings, rubber seals, compression bars, deck machinery and cargo gear.

- e) Photographs of the cargo holds, side frames, air and sounding pipes, bulkheads, tanktops and bilge wells, including close ups of any doublers or defective framing brackets.
 - f) Photographs of the engine room which should include views of the main engine, auxiliaries, oily water separator, steering gear, pumps and piping.
 - g) Photographs of any other areas which the surveyor deems necessary including galley, store rooms and accommodation areas.
8. All photos and photo file storage should comply with the following requirements:
- a) Cameras should be set to date imprint setting with the correct time and date.
 - b) Extreme caution should be exercised when using cameras and flash on board tankers and other non-gas free areas. Confer with the Master and follow his instructions.
 - c) Photo images may be cropped and enhanced but they should not be altered as to content.
 - d) Unless the vessel is in very poor condition, the total number of captioned photos sent with the Full Report should not exceed 40- 50 pictures.
 - e) All photos taken on board, whether used in the Full Report or not, should be stored on a disc or other suitable storage device in the event that further photos are required for analysis at some time in the future.
9. Surveyors must exercise appropriate safety precautions when conducting P&I surveys. Suitable PPE, including helmet, goggles/safety glasses, safety boots, gloves, flashlight etc. must be carried to site and worn during attendance.
10. Extreme caution must be exercised when entering Confined Spaces on the vessel being inspected. Surveyors must be satisfied that all such spaces have been properly ventilated and have been certified as being safe for entry under the vessel's ISM Code Permit to Enter/Work procedures. Surveyors should also carry personal multi-gas meters and should not enter confined spaces alone. Provisions should be seen to be in place for communications while inside, the provision of adequate lighting and the positioning of standby personnel and rescue retrieval equipment in the event of an emergency.
11. The surveyor's Preliminary Report (inclusive of deficiency photos only), as detailed in the "**Notes to Surveyors**" in Part A, must be prepared and transmitted by e-mail to E. pandi's underwriting department or Risk Control department within 24 hrs of departing from the vessel.
12. The surveyor's Full Report, inclusive of Parts A, Part B and all selected and captioned photos should be transmitted by e-mail as PDF documents to E. pandi within 7 days of departing from the vessel. Hard copies are not required.
13. The Association to receiving the reports as follow:

Edinburgharian PANDI Management Limited
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