



GUIDELINES TO SURVEYOR

Hull & Machinery details

GENERAL

In addition to the document “**STANDARD APPOINTMENT AND INSTRUCTION TO SURVEYOR**”, following guidelines should be carefully considered when a Survey is performed:

APPLICABLE TO ALL H&M SURVEYS:

Classification:

It should be reported if the Classification Society has been informed about the casualty. If they have been onboard, or if they are expected onboard. If the Classification has not been informed, the Surveyor should make the Captain/Owner aware of their obligations with regards to notifying the Classification. The Surveyor should as far as practicable try to meet/discuss with the attending Classification Surveyor.

Condemned parts

Condemnation of Engine parts above a certain size/value shall be documented by the Classification Society.

ISM Certification

It should be determined if the vessels ISM certification is up to date and valid, and whether the casualty can be linked to any breach of ISM procedure. It should also be checked if the company's Designated Person has been informed about the casualty.

STCW regulation

Compliance with STCW regulation shall be considered where applicable.
(Crew's working routines and rest periods leading up to the casualty, and the manning of the vessel.)

Maintenance and cleaning procedures

In order to verify if the incurred repair costs will be covered or not in accordance with the insurance conditions, the on board planned and unscheduled maintenance programs and repair service reports including lube oil/cooling/boiler water analysis, shall be checked in order to confirm that the components have been subject to the required adequate maintenance. The survey report shall comment on and distinguish between normal or excessive wear and tear of damaged or replaced parts. Other unofficial information like handover reports, rough log book etc can be asked for in order to substantiate the maintenance records.

Use of spare parts

It should always be determined if genuine (classification/maker approved) spare parts have been supplied and used.

Previous repairs

It should be determined if the vessel have experienced identical or similar casualties during the last 3 years.



Tendering

The Surveyor to assure that a tender process is already undertaken or if it will be initiated. If not, Gard to be notified in case they require a tender process to be initiated on their behalf.

DETAILS ON CERTAIN CASUALTIES

Different types of casualties require different types of detailed information. Below is some of the most common machinery casualties, with a list of details which should be considered if applicable.

Turbochargers

- ✓ All details of maker and type
- ✓ Running hours between maintenance periods
- ✓ Maker's mandatory maintenance routines and intervals
- ✓ Details of maintenance and cleaning procedures, including water washing and oil changes
- ✓ Who carried out the overhauls? Does Owner appoint maker's service personnel or other?

Boilers

- ✓ Cleaning procedures. Does the appearance of the boiler indicate that the procedures have been maintained?
- ✓ Chemical treatment and record for this. Record should be traced at least 6-12 months prior to the casualty.

Main and Auxiliary engines.

- ✓ All details of maker and type
- ✓ Running hours between maintenance periods
- ✓ Makers' mandatory maintenance routines and intervals
- ✓ Is the sump oil regularly renewed on a running hours basis, or is it purified and replenished at intervals
- ✓ Are lube oil filters renewed, or washed and re-used?
- ✓ Are the lube oil regularly analysed ashore and the vessel advised of the results?
- ✓ Are the in-service hours of the bearings, fuel injectors etc. recorded accurately?
- ✓ Documentation and analysis for the present fuel quality
- ✓ Is the exhaust system adequately insulated with regards to fire protection
- ✓ Check for leaks of fuel or lube oil
- ✓ Last crankshaft deflection report should be reviewed and attached to the report

Rudder, propeller and stern tube.

- ✓ All details of maker and type where applicable
- ✓ Is the lube oil in the stern tube system regularly analysed ashore and the vessel advised of the results
- ✓ Any ropes, wires, nets in the rope guard or oil leaking



- from the outer seal
- ✓ Was the rudder dry when opened in dock?
- ✓ Were there any scores on the sole plate of the rudder to indicate contact?

- ✓ Were there any erosion, cavitations or contact marks on the propeller blades and edges?
- ✓ Any signs of previous repairs on the propeller which were not recorded
- ✓ Report from present and last clearance and wear down gauge readings.

Cranes

- ✓ All details of maker and type where applicable
- ✓ General condition of cabin and controls
- ✓ Is the crane pedestal free of leak oil or has it accumulated on the floors?
- ✓ Is leak oil collected into open drums on deck?
- ✓ Apparent condition of wires and their lubrication. Last renewal date
- ✓ Condition of grease lubrication lines/systems for jib foot bearings and jib head sheaves. Do they appear to be receiving fresh grease and expelling old. Are the small bore lines buckled or kinked, causing restrictions
- ✓ Are hydraulic oil filters renewed or washed and re-used?
- ✓ Is the grease system for the slewing ring bearing satisfactory? Is the sealing satisfactory and retaining the grease?
- ✓ Running hours between maintenance periods
- ✓ Details of maintenance and lubrication procedures
- ✓ Maker's mandatory maintenance routines and intervals
- ✓ When was the crane last proof load tested?
- ✓ Is the crane a part of the vessel's classed machinery?

Gard AS

Marine Claims Department

E-mail: Directly to the claims handler instructing the surveyor

or alternatively marineclaims@gard.no