

RECORD OF STEEL PRE-LOAD CARGO SURVEY



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Name of ship
Operator
Type of ship
Year and country of build
Flag
Gross tonnage
Classification Society

Name of Port
Name of Survey Company
Name of Surveyor

GENERAL INFORMATION

Master :		
Chief Officer :		
Supercargo :		
Stevedore Manager :		
Date and Time of Ship's Arrival :		
Loading Commenced :		
Date(s) and Place(s) of survey :	Place	Date
Loading completed :		
Date and Time of Ship's departure :		

The Written Report Should Give Details Of The Following :

(Give details of packaging identification, bills of lading etc.)

Cargo type, weight & stowage position

Surface condition of steel

Damage noted to cargo prior to loading

Damage noted to cargo by handling

Result of silver nitrate test on cargo

Weather during loading

Clausing inserted in Mate's Receipts/Bills of Lading

Pre-departure precautions: e.g. Extra Cargo Protection (plastic sheeting etc.)

Extra hatch cover sealing arrangements (tape, foam etc.)

Voyage details: e.g. Special venting instructions

Weather routing

Include planned route & destination

Other relevant information

GUIDELINES FOR STEEL PRE-LOAD CARGO SURVEYS

GENERAL GUIDANCE FOR CARGO SURVEYS

- 1 The Surveyor should make his presence known to the Master, or his representative, before starting any on board survey work.
- 2 Surveyors are reminded that they should at all times observe local port/terminal and ship's safety regulations. In the absence of such regulations the Surveyor shall carry out the survey following best safety practices.
- 3 It is NOT necessary to survey cargo described on Bills of Lading as "scrap", "slabs" or "billets" etc. (i.e. anything destined to be re-processed).
- 4 Sufficient labelled digital colour photographs of cargo damage and general aspects of the cargo are required.

CARGO SURVEY - REPORTING

- 5 Full details of the ship's cargo are to be reported.
- 6 Inland, coastal or other transit details of the cargo prior to shipment should be reported.
- 7 Details of cargo storage facilities and conditions prior to shipment should be reported.
- 8 The Surveyor is to report the condition of the cargo prior to shipment and assist the Master in clausing of Mate's Receipts/Bills of Lading to reflect accurately the condition of the cargo.
- 9 **If moisture, rust or suspicion of salt contamination is present before loading, a test for salt should be conducted and reported. If a test result is positive (e.g. if cargo was pre-carried by sea or by salted road in winter), ensure Mate's Receipts / Bills of Lading are claused with the terms "chloride contamination present at loading".**
- 10 Other clausing should clearly indicate the condition found, using the following terminology:
 - Partly rust stained
 - Rust stained
 - Rust spots apparent
 - Some rust spots apparent
 - Rust spots apparent on top sheets
 - Some rust spots apparent on top sheets
 - Top sheets rusty
 - Some top sheets rusty
 - Rusty edges
 - Some rusty edges
 - Rusty ends
 - Some rusty ends
 - Packing/Covers rusty/wet (if packaged)
 - Rust spotted
 - Rust and oil spotted
 - Wet before shipment
 - Wet steel tubes
 - Wet bars
 - Rust on metal envelopes
 - Covered with snow
 - Pitted
 - Rusty
 - Rust with pitting
 - Goods in rusty condition
 - Edges bent and rusty
 - Partly rusty

- 11 Details of mechanical damage should be reported by recording the package number and clausing as per the following examples:
- Bent flanges and webs.
 - Bundle pieces bent along entire length affects *(number)* pieces.
 - Bundle pieces projecting on ends *(number)* pieces.
 - Concrete coating *hairline/chipped/broken* at *(location)*.
 - Dented in *(number)* mm at *(location)*.
 - Edges *dented/buckled* at *(location)* where handling gear marked, affects *(number)* windings/plates.
 - Edges *scored/gouged* at *(location)* Affects *(number)* windings/plates.
 - Edges *waved/distorted/bent upwards* at *(location)*.
 - Flange bent in *(number)* positions at *(location)*.
 - Interlocking grooves *bent/dented* in *(number)* positions.
 - Machined surfaces *scored/nicked/indented* to a depth in excess of *(number)* mm.
 - Packing *torn open/punctured* in *(number)* positions at *(location)*.
 - Packing edges at *(location)* dented where handling gear marked.
 - Protective coating *chaffed/scored/broken/missing* at *(location)*.
 - Strapped insufficiently, *(number)* strapping bands *loose/broken/missing*.
 - Windings at *(location)* telescoped up to *(number)* mm.
- 12 A brief preliminary report, giving details of the general condition of the cargo at the port prior to loading, should be forwarded to the Club and to the Member by e-mail before loading commences. **"Urgent" matters should be reported verbally.**
- 13 Details of any precautions taken for cargo protection from the weather during loading should be reported.
- 14 The weather conditions encountered during loading should be reported.
- 15 Any damages by stevedores' handling should be identified and reported accordingly.
- 16 Another preliminary report, giving details of any problems which cannot immediately be resolved, must be prepared and promptly forwarded to the Club and the Member, also a copy given to the Master.
- 17 Where Agents are to sign Bills of Lading, the Master should give instructions that the Bills must be claused in accordance with clausing on the Mate's Receipts. A copy of these instructions should be included in the report.**
- 18 One copy of the report (attached forms Cargo 1, Cargo 2, and the written report) with related documents (copies of Bills of Lading, Mate's Receipts and other loading documents) and colour photographs should be forwarded by e-mail attachments to the Club, as soon as possible.