Inspector Instructions and iAuditor Guide for Ship Inspection Appointments

The below is intended as a guide for surveyors conducting ship inspections on entered vessels generally and in the use of iAuditor.

Conduct of the survey

As an attending inspector you are a representing the London P&I Club and you are therefore entrusted to conduct the inspection in a courteous and even handed manner.

If you witness a dangerous incident occurring or about to occur relating to the inspection, you must ensure all precautions are taking to protect yourself and the crew from injury. An example of this could be that during the survey you wish to gain access to an enclosed space and a crew member goes to enter the space without the proper enclosed space entry permit to work completed first.

A survey conducted on Mutual forms is aimed to be concluded in 8 hrs while a survey conducted on Fixed Premium forms is expected to be completed within 6 hours.

Completing the Report

The report must be completed in full ensuring all defects are recorded, regardless of whether they are rectified at the time of survey.

The report should NOT contain any:

• Opinions

• Recommendations for rectification

• Comments which cannot be supported by evidence.

We ask you to conduct an internal peer review before concluding the report. The report should be sent to the Club within 72hrs of completion of the survey

Inspection Overview

In this opening section there are a number of basic questions to set the scene of the inspection. Examples are the Ship's Name, IMO Number and Place of Build. In addition there is a pulldown menu for "Vessel Type" where we expect the surveyor to select the most appropriate option to describe the size/nature/trade of the specific vessel.

The final two boxes are for Club use only and will be completed by the Ship Inspection Coordinator after receipt of the report.

Ship Inspection Report (SIR + SIP) - Questionnaire

This is the main body of the report where the questionnaire is completed.

Negative Findings:

Any Item(s) considered as a defect should be marked as "No" or "No (Rectified During Inspection)", all other items should either be marked as "Yes", "Not Applicable" or "Not Inspected".

In iAuditor when selecting the answer 'No' the app will require a short narrative explanation as to why the negative finding has been recorded. This is the surveyor's opportunity to clearly and concisely describe the reasons for the finding. If appropriate, please upload any relevant photographs to a negative finding to assist with illustration.

In the majority of cases there are the following available responses:

Yes – Positive finding

No – Negative finding

No (Rectified During Inspection) – Corrected to satisfaction of inspector during inspection

NI – Not Inspected

N/A – Not Applicable

We do expect all questionnaire items to have a response. However in some cases due to the operations of the vessel, an item may not be able to be inspected which is a reasonable use of the "NI" option.

Where the questionnaire requires a random selection of 3 or 5 questions from a list to be randomly selected for inspection (such as ship's certification), all other items should be legitimately marked "NI".

The "N/A" option is suitable for situations where a questionnaire item is not applicable to the specific vessel under inspection.

Best Practices Identified:

This is a narrative section in which the inspector can record any "Best Practice" observations that have been noted during their attendance.

Additional Comments:

We afford the inspector the opportunity to provide any detailed further comments in this section.

Ship Inspection Photographs – SIP

We ask that where circumstances permit, a photograph album is created to assist with providing an overview of the vessel's condition/situation. This can be the most valuable aspect of an attendance and ask that the inspector aims to upload approximately 24 images covering as many 'parts of ship' as possible. An image confirming the ship's name/IMO number is an excellent way of opening the photograph album. We suggest that unless directed otherwise, the surveyor should retain any images in excess of the submitted album on their own files and in line with their own document retention policies.

Within the IAuditor app you can take a photograph using your mobile device and you can edit the photo using basic editing features to point to or circle an area within the photo.

If you are unable to use a device during the survey, take a photo with your standard camera and upload it to the report from your desk top PC or laptop when you are back in your base.

If the vessel/port regulations prohibit the use of mobile devices, you can use the desktop version.

If you intend to use your mobile device, we recommend always printing a copy of the report and take it with you to conduct the survey in case of any software/power issues (You may wish to take a mobile power bank/spare battery with you).

Once you are back in office you can start an inspection using the log on details previously supplied and start the inspection, log onto and use the correct template and fill out all the details relating to the survey. https://app.safetyculture.io/login.html

Once you complete the survey please screenshot the list of defects (Flagged Items) and send this to the Master of the vessel.

Please note:

1. There is no need to send the Club the report in PDF form.

2. There is no need to send any Ultrasonic Hatch Cover Test Reports as separate PDF documents. These can be uploaded as "media" evidence to the relevant section of the report.

Survey Templates and Instructions

There are several survey templates available, the most appropriate should be selected:

- Bulk Carrier Checklist (SIRBULK – MUTUAL)
- General Cargo Checklist (SIRGEN – MUTUAL)
- Container Vessel Checklist (SIRBOX – MUTUAL)
- Chemical Tanker Checklist (SIRCHEM – MUTUAL)
- Tanker Checklist (SIRTANK – MUTUAL)
- RoRo Checklist (SIRRORO – MUTUAL)
- Gas Tanker Checklist (SIRGAS – MUTUAL)
- AHTS+PSV+TUG Checklist (FIXED PREMIUM)

- General Use Checklist (FIXED PREMIUM)
- Barge Checklist (SIRBARGE – MU/FP)

PDF versions of our Survey Templates are available at our website:

https://www.londonpandi.com/our-services/ship-inspection/

Please print and take a copy of the relevant survey template with you should you not be able to use iAuditor from a device during a survey.

Please note – We make every effort to ensure that the templates on our website are up-to-date, however the definitive/current versions of any of our templates will always be found in the iAuditor environment.

iAuditor FAQs

Where can I download the iAuditor app?

You can download the iAuditor app via the links below.

Quick links: **Apple iOS | Android**

A short training video on iAuditor is **here**

How will I receive my login credentials?

You will be sent these via out instruction document if you are appointed for the inspection.

What if the surveyor loses/forgets the password? How do I reset it?

You will be sent a reset password link in the survey instructions.

I understand that iAuditor has a web app (website) and a mobile app, what is the difference and which one is recommended?

iAuditor has a web app and a mobile app. The web app is best used for circumstances where a mobile device cannot be used. The mobile app is best used and is optimised for conducting inspections.

If the mobile device is required to be intrinsically safe or for whatever reason is unable to be used onboard, please complete the survey form online once you are back at your base (we always advise bringing a blank paper template with you).

Having completed an inspection, where can I see the completed inspection or audit?

On the mobile app, simply click on the "In Progress" tab to see inspections or audits you have completed. Before clicking yes to the final question, please ensure you have conducted an internal peer review.

I'm experiencing issues with the tool, who can I contact?

You can contact our support team through any of the following ways:

- **Chat:** In-app messaging (chat). On the mobile app, simply tap on "More" > "Live chat".
- **Email:** You can email support@safetyculture.io
- **Phone:** 0161 768 1124
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Will I need to send a Preliminary Report?

No, once the survey and report are complete, the system will inform us.