



International loss adjusters & surveyors

## P&I PRE-SHIPMENT SURVEY OF STEEL CARGOES

Name of vessel	
Port of survey / country	
Period of survey (start / end)	
Principals Ref.	
DPS Ref.	

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### *ADDENDUM 1 & 2*

Steel cargo shipped in a normal condition, without any major damage or anomalies	YES	NO
In case of NO above or any other problem, give comments, with reference to relevant report sections		

## 1. GENERAL INFORMATION ABOUT THE SURVEY

1.1	Name of vessel	
1.2	Port of survey / country	
1.3	Period of survey (start / end)	
1.4	Type of steel cargo to be loaded	
1.5	Total quantity of steel cargoes (tons)	
1.6	Destination(s) of steel (port/country)	
1.7	Principals	
1.8	Principals Ref.	
1.9	DPS Ref.	
1.10	Name of surveyor	
1.11	Company / place / country	
1.12	Reference number	
1.13	Date of report	
1.14	Comments (if any)	

## 2. INFORMATION ABOUT THE VESSEL

2.1.	Name of vessel	
2.2.	Master	
2.3	Owners	
2.4	Managers if any	
2.5	Charterers if any	
2.6	Local owners' agents	
2.7	Local charterers' agents if any	
2.8	No of holds / hatches	
2.9	Type of hold ventilation	
2.10	Built (year & country)	
2.11	Gross tonnage	
2.12	Net tonnage	
2.13	Summer deadweight	
2.14	Port of registry	
2.15	Classification society	
2.16	International load line certificate <i>(place and date of issue plus place and date of last annual inspection)</i>	
2.17	Previous cargo	
2.18	Cargo before previous one	

2.19	Cleaning of holds <i>(description of how holds were cleaned as per information received from the Ship's Command – holds must be washed with fresh water – in case not yet done, Master to be advised to re-wash holds with fresh water)</i>	
2.20	Comments (if any)	

### 3. PRE-SHIPMENT SURVEY OF THE STEEL CARGO

Only the steel cargo has to be surveyed, not any other type of cargo.

*Per Bill of Lading or Mate's Receipt involving steel cargo, the steel parcels should be surveyed and described, stating all relevant cargo particulars, the parties involved, the type of packing (if any) and the method of securing of the goods and/or the packing.*

*In case more than one Bill of Lading or Mate's Receipt is to be shipped, please report details of other Bills of Lading or Mate's Receipts in separate tables under section 3.2, etc.*

*The parcels of steel should be surveyed prior to shipment, thereby noting the surface and rust condition of these goods, as well as any physical/mechanical damage apparent at the time. The condition of the steel should be described in detail below, supported by sufficient clear pictures.*

*Whenever necessary, reference should be made to specific marks and numbers making it possible to identify the units in question (specific coils numbers, bundle numbers, etc. of affected goods).*

*When prior to shipment, a lot of steel cargo is stowed in close block stow, on a pile, making a detailed inspection of each and every package, bundle, coil, etc., not possible at the time, the surveyor should only describe, to the best of his possibilities, the condition of the visible goods on the outside / surface of the stow, pile. He should not attend during the loading operations to verify each and every bundle, package, etc. The Ship's Command is anyhow there during loading and can advise in case of any anomalies.*

*After the pre-shipment survey has been done, a list of clauses, remarks to be inserted in the Mate's Receipts and Bills of Lading, has to be issued by the attending surveyor. This is the most important part of this survey. The surveyor should use the form of Addendum 1 for this list, on which he also has to mention his full contact details where he can be reached 24 hours a day. This list should be handed over to the Master or Chief Officer, who needs to sign it and needs to put a ship's stamp on it. The same list should be sent to the Shippers involved and to the Charterers' agents (if any), and immediately also to DPS Antwerp office by fax or e-mail. A copy of this signed and stamped list is to be added to this report.*

*When prior to shipment, the condition of these steel parcels was found to be abnormal / unusual for this type of steel, or when any significant damage was noticed to these goods, DP SURVEY GROUP has to be immediately contacted by phone (+32 479 99 50 06 or +32 3 295 10 50). Also the local Shippers and the Charterers' agents (if any) should be immediately informed in writing, prior to shipment, about this abnormal pre-shipment condition of their steel.*

*This is in particular the case for any packed material that is found to be affected by any signs of wetting, any signs of rust or corrosion, even if this is only on the packing and possibly not yet affecting the content. In such circumstances, call DP SURVEY GROUP immediately and inform the Shippers and Charterers' agents (if any) in writing.*

*For what concerns the rust condition, we refer to addendum 2 with the relevant rust-clauses to be used. No other rust-clauses should be used unless the surveyor has a specific reason for this.*

*In case of rust, silver nitrate tests (SN-tests) have always to be carried out and the result should be reported below. In case of a positive reaction to SN-tests, DP SURVEY GROUP has to be immediately contacted by phone (+32 479 99 50 06 or +32 3 295 10 50) and the Shippers and Charterers' agents (if any) should be immediately informed in writing.*

For what concerns the pre-shipment storage of the cargo, the following abbreviations can be used, whenever appropriate:

- (UB) Goods stored in the open / uncovered at the loading berth.
- (CB) Goods stored in the open at the loading berth, but properly covered / protected.
- (P) Goods stored underneath a penthouse / open shed, close to the loading area.
- (W) Goods stored in a closed warehouse, close to the loading area.
- (UL) Goods directly loaded from uncovered barges.
- (CL) Goods directly loaded from covered barges.
- (UT) Goods directly loaded from open, uncovered trailers / trucks, or railway wagons.
- (CT) Goods directly loaded from covered trailers / trucks, or railway wagons.

*Prior to shipment, packed material should always be stored in closed warehouses, or directly loaded from covered barges, trailers, trucks or railway wagons. When packed material is stored in any other way (for instance stored under tarpaulins), DP SURVEY GROUP is to be contacted immediately by phone (+32 479 99 50 06 or +32 3 295 10 50).*

*If possible, the surveyor should also try to obtain information about how long the cargo was already stored in such pre-shipment conditions prior to loading (e.g. cargo produced 4 months before loading and delivered to the port up to 2 months before loading).*

3.1	B/L or M/R No. / Destination	
3.1.1	Shippers	
3.1.2	Forwarding agents	
3.1.3	Consignee	

3.1.4	Notify party			
3.1.5.	Description of the goods			
3.1.6	No of units, coils, bundles, etc.			
3.1.7	Total weight (gross / net)			
3.1.8	Max./min weight per unit			
3.1.9	Description of the packing			
3.1.10	Pre-shipment storage			
3.1.11	Period of pre-shipment storage			
3.1.12	Pre-shipment condition of the cargo: <i>Detailed description of the exact condition of the cargo, clearly describing the <u>rust condition</u> if any, using addendum 2 for rust-clauses, and also the <u>physical condition / physical or mechanical damage</u> of the material and/or the packing. This is the most important section of this whole report and should therefore be also as detailed as possible. As much as possible specific reference should be made to individual coils, packages, bundles, by quoting the package/bundle or coil number. The content of this section should be stated on Addendum 1 and handed over /sent to the Master, Shippers and Charterers' agents (if any) as explained above</i>			
3.1.13	Cargo in a normal, usual condition, without any major damage?	YES	NO	
3.1.14	Packed material without any signs of wetting / water / rust / corrosion?	N/A	YES	NO
3.1.15	SN-tests carried out	YES	NO	

3.1.16	Negative reaction to SN-tests	YES	NO
3.1.17	Comments if any		
	<i>In case of NO on one of the above questions, DP SURVEY GROUP to be called immediately by phone to discuss the matter (+32 479 99 50 06 or +32 3 295 10 50).</i>		



#### 4. INFORMATION ABOUT THE LOADING OPERATIONS

*After having issued the list with the pre-shipment clauses (addendum 1) and after having handed over this list to the Master or Chief Officer, the surveyor should remain in contact by telephone with the Master and be available for any particular problem that would occur regarding the steel cargo in question. That is also the reason why the surveyor's full contact details should be mentioned on Addendum 1.*

*The surveyor should not survey, nor should he be present during the complete loading operations.*

*The surveyor should inform the Ship's Command that, whenever they notice during the loading operations, any stevedore damages being caused by improper or careless handling of the stevedores, they should immediately try to rectify this matter, and inform the local stevedores in writing about the damages in question. If the Master has issued any stevedore damage reports, the latter should be attached to this report.*

*When the Ship's Command would encounter a particular problem with the steel cargo for which they request the intervention of the surveyor and request him to re-attend on board, DP SURVEY GROUP should be immediately informed about this (+32 479 99 50 06 or +32 3 295 10 50), in order to discuss the situation. Only when this matter consists of a serious problem involving considerable extra work for the surveyor (and not just a short visit on board), a separate file can be opened, with a separate report and accompanying separate invoice, this however only after approval from our side. Otherwise only agreed tonnage rates will be taken into consideration for the fees and expenses.*

*When the Master or the Ship's Command does not call in the intervention of the surveyor during the loading operations, the surveyor should just attend on board upon completion of the loading operations, to collect all relevant information about the loading operations and the relevant documents. He should speak with the Ship's Command to verify if nothing abnormal occurred or if they have not issued any letters of protest regarding any particular problem during loading. If this was the case, the surveyor should report such anomalies immediately to DPS – Antwerp head office, and should state this information, plus attach any letters of protest to this report.*

*Under no circumstances the surveyor has to stay present during the complete loading operation, unless there are specific reasons for this and the surveyor has received explicit approval from DPS to do so. When such an approval has not been obtained in advance, additional survey fees and expenses related to this presence during the complete loading will not be paid.*

*The beneath mentioned information is based on interviewing the Ship's Command upon completion of the loading operations, and/or based on the Statement of Facts.*

4.1	Location of loading berth	
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4.2	Local stevedores		
4.3	Tally company		
4.4	Date & time vessel berthed		
4.5	Date & time loading commenced		
4.6	Description of the loading operations, <i>including description of the material used for loading, lifting, stowage, etc., as per information received from the Ship's Command</i>		
4.7	Stevedore damages caused	YES	NO
4.8	Description of stevedore damages if YES above ( <i>Stevedore damage reports of Ship's Command to be attached</i> )		
4.9	Date(s) & period(s) during which cargo in question was loaded		
4.10	Weather conditions during loading		
4.11	Rain stoppages and protective actions taken during such wet weather		
4.12	Average ambient temperature during day time		

4.13	Average ambient temperature during night time	
4.14	Date & time loading completed	
4.15	Date & time lashing completed	
4.16	Date & time vessel sailed	
4.17	Comments (if any)	

**5. REMARKS INSERTED IN THE MATE'S RECEIPTS AND/OR B's/L**

*The attending surveyor should normally not intervene with the remarks inserted by the Ship's Command in the relevant shipping documents (M/R's or B's/L). Inserting of remarks in shipping documents is the duty of the Ship's Command. The surveyor has only to advise the Master about the remarks that he, as P&I surveyor, suggests to insert in the relevant shipping documents. However, the attending surveyor should liaise with the Ship's Command, the Owners' and Charterers' agents to see which clauses they have finally inserted in the documents.*

*The surveyor should clearly state below the remarks that were finally inserted in the Mate's Receipts (if any) and in a separate table the remarks that were inserted in the Bills of Lading.*

<u>M/R</u>	<u>Pre-shipment remarks</u>

<u>B/L</u>	<u>Pre-shipment remarks</u>

## 6. ROTATION / SCHEDULE OF THE VESSEL

*The attending surveyor should obtain from the Master or the ship's agents, a clear overview of the voyage in question, intermediate ports, ETA at the discharge port, etc.*

<u>Port</u>	<u>Country</u>	<u>ETA</u>

## 7. LIST OF ENCLOSURES

*If possible, the attending surveyor should obtain copies of the following enclosures: Mate's Receipts, Bills of Lading, Packing Lists, Statement of Facts, Stowage Plan, Stevedore Damage Reports, Protest Letters, etc. He should also add addendum 1, properly signed by the Master, to the enclosures.*

<u>No.</u>	<u>Item</u>

## 8. LIST OF PICTURES

*The list of pictures should clearly state which parcel, lot, etc., is shown on which particular picture.*

*In case of none anomalies and in case everything was normal (cargo in good condition, no particular problems during loading, etc.), maximum 20 pictures in total are to be forwarded to us, showing general condition of the cargo prior to loading. Other pictures should be kept in the file of the surveyor, for future reference whenever necessary.*

*In case of something special, problems, etc., it is up to the attending surveyor to judge upon the number of pictures to be inserted in this report.*

<u>No.</u>	<u>Description (mention as much as possible Lot, M/r or B/l involved)</u>

## 9. IMPORTANT REMARKS FOR SURVEYORS

*The Master has the obligation to properly describe the apparent pre-shipment condition of the cargo, in the Mate's Receipts and Bills of Lading. If he has any adverse remarks about this pre-shipment condition, he should put relevant remarks inside the Mate's Receipts and Bills of Lading.*

*The Master should inform the Shippers of that cargo, prior to loading, about the above remarks, pre-shipment clauses, that he intends to insert in the Mate's Receipts and Bills of Lading. By doing so, he gives to the Shippers the opportunity to verify the matter, and also to decide whether or not to ship the cargo.*

***As P&I surveyor appointed by the vessel's P&I club for a pre-shipment survey on the steel cargoes to be loaded, our task is mainly to assist and advise the Master in this matter of clausing of the M's/R and B'S/L, for what concerns the steel cargo to be loaded.*** That is also the reason why addendum 1 is the main part of this survey. This document should be handed over to the Master and / or Chief Officer and signed and stamped. This is also the reason why this document should be sent to the Shippers and Charterers' agents (if any), so that they are aware about what the Master intends to put on the shipping documents.

***Taking pictures and reporting later on is one thing, but the most important stays your immediate action / intervention whenever necessary and the fact that you immediately call us by phone (+32 479 99 50 06 or +32 3 295 10 50) in the event of any problem with your survey, and / or the cargo.***

***Your detailed reporting including digital photographs, all enclosures, your invoice and a detailed breakdown of your invoice, should be on our desk in our Antwerp office no later than 72 hours or three working days after completion of all discharge operations.*** This information should be sent as much as possible by e-mail or otherwise by fax and/or express courier services.

*Once you have sent all the above information by e-mail and/or fax, you only have to send us a hard copy of your invoice, this for accountancy purposes. No hard copies of your report are required.*

*In case of none anomalies and in case everything was normal, maximum 20 pictures in total are to be forwarded to us, showing general condition of the steel cargo. Other pictures should be kept in the file of the surveyor, for future reference whenever necessary.*

*In case of something special, problems, etc., it is up to the attending surveyor to judge upon the number of pictures to be inserted in this report.*

*Your reporting is in English. Therefore please use the English method for writing figures. One thousand should be written as 1,000 and one ton and 250 kg as 1.25 ton. So one thousand tons and 250 kg should be written as 1,000.25 ton.*



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*Company names should be written in CAPITAL letters as well as the name of the vessel. Names of towns and countries should be written as for instance Milan, Italy. This is to issue uniform reports.*

*Our reference number should also be properly filled in on the header of each page.*

*When you sent us your final report, all text in Italic & blue which is stated in this standard report form should be removed, as these are only guidelines or the surveyors and their offices.*

This report is drawn up to the best of our knowledge, true and correct and without prejudice to our principal's liability, reserving the right to extend it when and where required.

DP SURVEY GROUP N.V.  
Willem VAN RENTERGHEM  
Claims Coordinator

DP SURVEY GROUP N.V.  
...  
Surveyor

ADDENDUM NO. 1**P&I PRE-SHIPMENT SURVEY ON STEEL CARGOES  
LIST OF REMARKS TO BE INSERTED IN THE RELEVANT M's/R AND B's/L**

<i>To the Master of the vessel</i>	
<i>Port</i>	
<i>Date</i>	

*As P&I surveyors, we have carried out a pre-shipment survey of the steel cargoes. Based on our findings, we herewith advise you to insert the following remarks in the relevant Mate's Receipts and Bills of Lading:*

<i>M/R or B/L No.</i>	<i>Port of Destination</i>	<i>Remarks</i>

	<i>Surveyor</i>	<i>Master</i>
<i>Signature</i>		
<i>Name</i>		
<i>Full contact details of surveyor / ship's stams</i>		



## ADDENDUM 2 – RUST CLAUSES

### 1. **Partly rust stained (PRS)**

*Fine powdery rust covering less than 75 % of the surface. Light tan to light brown in colour and easily removed by rubbing, scraping or wire brushing to reveal a smooth steel surface. The remained of the surface may still have blue mill scale attached.*

*Normally this condition is acceptable for unprotected, hot rolled steel, but not for packed material.*

***In case packing of protected material is PRS, DPS is to be informed immediately (+32 479 99 50 06 or +32 3 295 10 50).***

### 2. **Rust stained (RS)**

*Fine powdery rust covering more than 75 % of the surface. Light tan to light brown in colour and easily removed by rubbing, scraping or wire brushing to reveal a smooth steel surface.*

*Normally this condition is acceptable for unprotected, hot rolled steel, but not for packed material.*

***In case packing of protected material is RS, DPS is to be informed immediately (+32 479 99 50 06 or +32 3 295 10 50).***

### 3. **Partly rusty**

*Steel affected by brown to heavy dark brown rust covering less than 75 % of the surface. A slightly uneven and dull steel surface is revealed when the rust is removed by wire brushing.*

***DPS to be informed immediately (+32 479 99 50 06 or +32 3 295 10 50).***

### 4. **Rusty**

*Steel affected by brown to heavy dark brown rust covering more than 75 % of the surface. A slightly uneven and dull steel surface is revealed when the rust is removed by wire brushing.*

***DPS to be informed immediately (+32 479 99 50 06 or +32 3 295 10 50).***

5. **Rust with pitting**

*Steel affected by brown to heavy dark brown rust covering more than 75 % of the surface. Pitting of the steel surface is revealed when the rust is removed by wire brushing.*

***DPS to be informed immediately (+32 479 99 50 06 or +32 3 295 10 50).***

6. **Packing galvanising dull**

*Zinc coating of packing losing lustre as a result of early oxidation.*

7. **Galvanised packing affected by white oxidation marks**

*Zinc coating of packing losing lustre and etched with white-coloured oxidation marks.*

***DPS to be informed immediately (+32 479 99 50 06 or +32 3 295 10 50).***

8. **Galvanised packing affected by white rust**

*Zinc coating of packing heavily oxidated and covered in voluminous white-coloured rust.*

***DPS to be informed immediately (+32 479 99 50 06 or +32 3 295 10 50).***