



**TECHNICAL CIRCULAR No. 596 of 06<sup>th</sup> December 2019**

To	All Surveyors/Auditors
Applicable to flag	All Flags
Title	<b>Survey Report format</b>
Reference	CONARINA-Survey Instructions

**Survey Report format**

- 1) Do not begin a sentence with a numeral or an abbreviation; otherwise spell it out. For example: "Twenty-five tanks are required in the....."
- 2) Spell-out numbers under ten (10) that describe a quantity and are not a part of a measurement. For example: Twenty-five tanks are required, along with eight (8) air bottles, 12 valves, and one (1) compressor. Place the first air bottle 3 inches from the bulkhead.
- 3) Use abbreviations in units of measure only; otherwise, spell it out. For example: "2 in." and "16 ft." or 2 inches and 16 feet.
- 4) Generally, measurements should be described as "approximate." Though do not use "approximately" or "about" in front of fractional, decimal, or other more exact values. Avoid false accuracy in dimensions. Gaugings, for instance, are rarely more accurate than to the first decimal place (e.g., 6.5 mm, not 6.50 mm).
- 5) Do not use subheading "a)" unless there is a "b)" subheading to follow it. If there is only one (1) sub-item, then merge it within the major heading using sentence structure.
- 6) Reports must be written in past tense (was, were, had been), third person (it) form.

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- 7) Be consistent in phrasing (terminology) of similar items throughout report.
- 8) Arrange items of report sections logically in sequence, (e.g., from forward to aft, from deck downward to bottom, from major to minor items).
- 9) Survey reports must be specific and clear with no room to guess or assume. Occasionally, we see narrative class or statutory survey reports in which Surveyors generalize their findings, such as:

- "Several air pipe heads corroded "
- "Various frames wasted"
- "Numerous hatch cover cleats missing"

Other generalizing terms used include some, miscellaneous, few, etc. Please be advised that these terms are not to be used in class or statutory survey reports. Every item that is deficient must be given an identification or number.

For example:

- "No. 5 port water ballast tank air pipe forward"
- "Port side shell frame no. 56 (taken from vessel's drawings)"
- "Port side shell frame no. 5 counted from after bulkhead"
- "No. 3 hatch port side, 15 cleats missing"

- 10) Avoid proprietary names where possible. For example: laminated phenolic, dye-penetrant, magnetic particle and insulation resistance test should be used instead of Micarta, Dyecheck, Magnaflux, and Megger.
- 11) Because survey reports are legal documents, use formal wording and avoid trade jargon or abbreviations, where possible (except for multiple similar items). For example, use "fractured" instead of "cracked"; "corroded" instead of "rusted"; "starboard" instead of "stbd"; "indented to a maximum depth of 4 in." instead of "heavily indented," etc.
- 12) Capitalize the first letter of a sentence or any word or phrase that acts as a sentence; capitalize the first letter of each word in a title.

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- 13) Use of "to" instead of a dash (-) is preferred for formal reports to indicate inclusive range. For example: use "7 to 9 mm" instead of "7-9 mm"; use "26 to 29 JUL 09" instead of "26-29 JUL 09."
- 14) The date format to be used for stamping documents, material and equipment is dd-mm-yy (e.g. 29 JUL 09).
- 15) When structural repairs are carried out, the survey report should include a statement in the Rectification or Statement/Observation section confirming that welding repairs were carried out in accordance with approved welding procedures, qualified welders, and approved consumables. In addition, the survey report is to also include a statement confirming NDE and appropriate tests were carried out subsequent to repair and found satisfactory.

REFERENCES:

- CONARINA – Instruction, Courtesy of ABS
- ATTACHMENTS: No

Kindest Regards,  
Val Bozenovici  
Naval Architect – Conarina Technical Director

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