



**TECHNICAL CIRCULAR No. 806 of 6<sup>th</sup> December 2023**

To	All Surveyors/Auditors. All flags
Title	<b>Writing a survey report</b>
Reference	CONARINA Guidelines

A Surveyor over a day's work may have to make decisions in many diversified fields such as welding, engine construction, electrical equipment installation, material testing, turbine repairs, boiler construction, refrigeration installation, automatic and remote-control system testing, load lines and safety equipment regulations, etc.

It is impossible to be an expert in every field, however by listening to the discussions of other people and specialists concerned with each case, evaluating their knowledge, and then applying his own basic engineering knowledge and experience, a surveyor can normally make worthwhile decisions. It is usually a good idea to listen to comments by the workmen on the job, as much can be learned from their experience as well. Ship engineers and manufacturer's representatives are also good sources of information, but their comments should be carefully weighed as they are often unintentionally biased.

The surveyor should study the Rules and Procedures/Process Instructions and know them well enough to be able to refer to them quickly when needed. Know the status of surveys on a ship before going aboard; have its weak points or trouble spots in mind, as well as their remedies. Prepare to know for example, the maximum tailshaft clearance required for rebushing the bearing before going to the drydock; know where to look for possible fractures in the hull structure, or excessive wear in the machinery; know the required settings before attending to set the safety valves. Be especially prepared for thickness gauging surveys with the allowable wastage of at least principal members.

In writing a survey report it is most important that no hypothesis or opinion be given by the Surveyor as to the cause of any damage or defect. Any suppositions as to the probable cause of the damage are not to be made by the Surveyor.

It is essential as well that the Surveyor gets his reports in quickly. Damage reports particularly, should be promptly written and distributed, so as to be available as soon as needed, such as at the next port, where re-survey or repair may be necessary. Reports have to be written sooner or later, and they are much easier to write when the job is fresh in mind and not mixed in the mind with

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other subsequent jobs. It also enhances the reputation of the Surveyor when the Owners receive their reports promptly.

REFERENCES:

- Conarina guidelines yo Surveyor

ATTACHMENTS: No

Kindest Regards,  
CONARINA Technical Office

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