

Skuld E-Survey

Instructions for surveyors reporting to Skuld

Skuld hopes that you find this to be a useful tool for filling in the information from the surveys you are carrying out on our behalf. If there are any questions or comments to the solution, please do not hesitate to contact us.

Thank you for using E-Survey.

1. Login to Skuld's E-Survey solution

Please note that for the best user experience you should use the web browser [Google Chrome](#).

You will be presented with a login link together with your appointment letter (www.skuld.com/esurvey)

Username and password is unique and will be presented to you in the appointment letter.

For any questions please contact your technical manager.

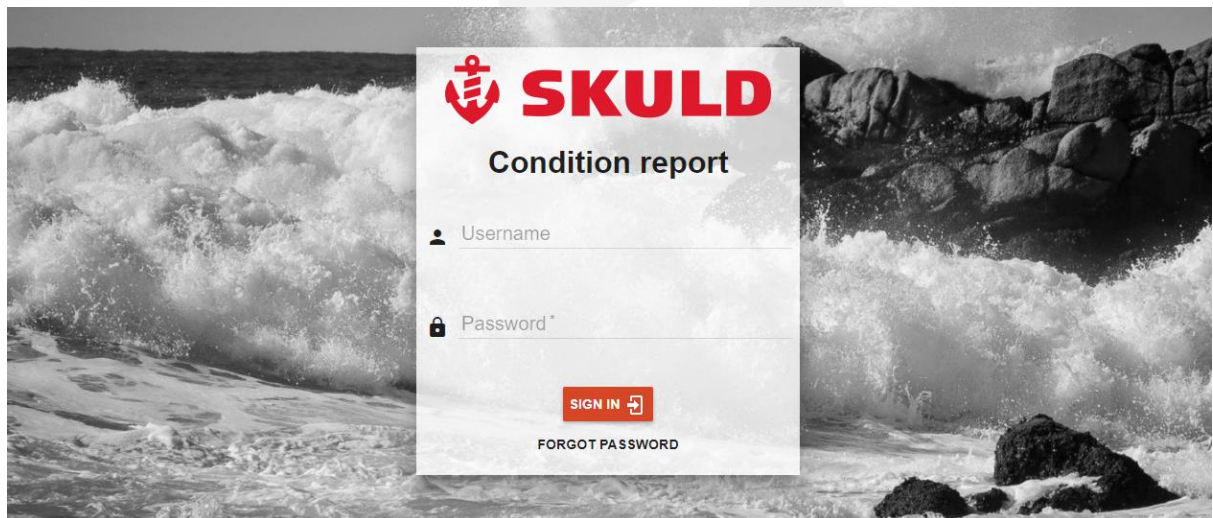


Figure 1 – Login screen

2. The first screen you will see after login is the overview

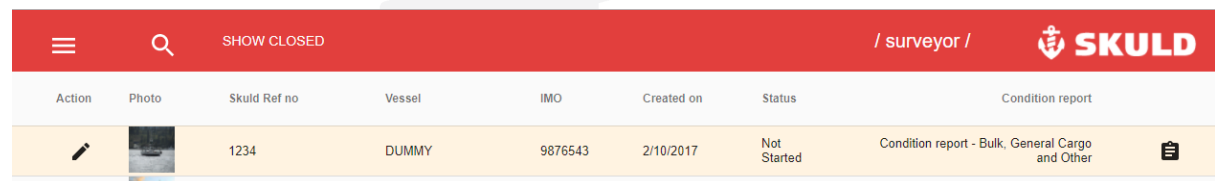
This is where you will find the surveys appointed to you. You can also click the “Show closed” button to show previous jobs which have been submitted.

You can also search for jobs by clicking the magnifying glass.

Below you can see that one horizontal line will represent one survey, showing from the left:

- The black pen which opens the survey ready for input
- A picture of the vessel
- Skuld reference number
- Vessel name
- Imo number
- When the survey-job was created
- Status (not started=no changes done, started=input ongoing, submitted=report sent to Skuld)
- Type of form which have been designated for the job
- The black note icon is a downloadable version of the form which can be printed if needed for notes while on board

All changes/input will be saved automatically as you write, no need to push a button to save.






Action	Photo	Skuld Ref no	Vessel	IMO	Created on	Status	Condition report
		1234	DUMMY	9876543	2/10/2017	Not Started	Condition report - Bulk, General Cargo and Other 

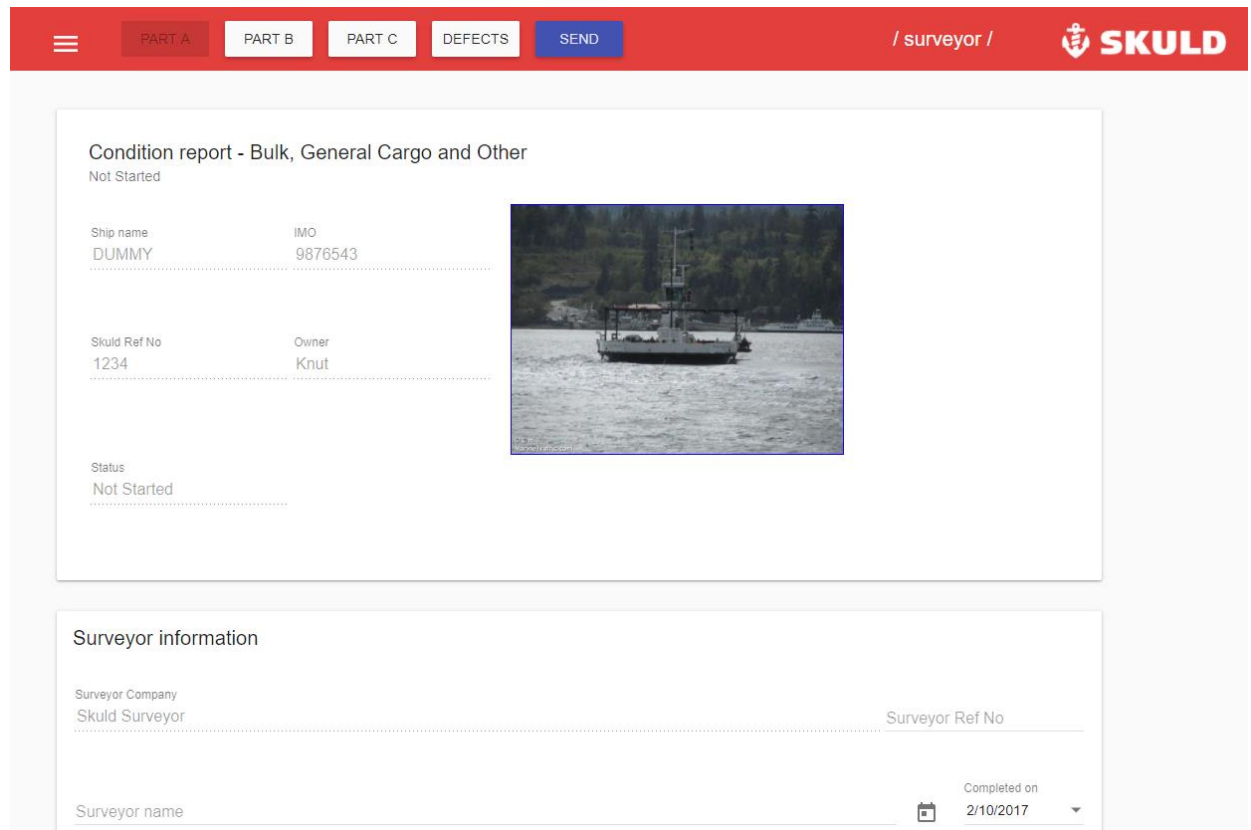
Figure 2 – Overview of jobs

3. After clicking the black pen, you will be shown the first page of the report, ready for input

This is where the general information about the vessel and the survey must be filled in.

While continuing the report you can press the buttons for the different parts at the top.

You will not be able to send before you have finalised all the questions marked with a small star in Part A and all questions in Part B and Part C.



The screenshot shows the SKULD survey form interface. At the top, there is a red navigation bar with a menu icon, buttons for 'PART A', 'PART B', 'PART C', 'DEFECTS', and 'SEND', a user indicator '/ surveyor /', and the SKULD logo. The main content area is titled 'Condition report - Bulk, General Cargo and Other' and 'Not Started'. It contains several input fields: 'Ship name' (DUMMY), 'IMO' (9876543), 'Skuld Ref No' (1234), 'Owner' (Knut), and 'Status' (Not Started). There is also a photo of a boat on the water. Below this, there is a 'Surveyor information' section with fields for 'Surveyor Company' (Skuld Surveyor), 'Surveyor Ref No', 'Surveyor name', and 'Completed on' (2/10/2017).

Figure 3 – First page of report (part A)

Fields and functionality throughout the form:

Standard text fields for descriptions:

Port *
Not registered

Figure 3.1 – Text field

If the line below the text is dotted it is not possible to fill in/change information.

Some text fields will grow as you type, allowing space for more information:

Surveyor's summary

Comment
Advise on the subject(s) which give rise to the most concern regarding safety of crew, vessel or cargo.

Figure 3.2 – Text field for longer text

Drop down field for choosing a date:

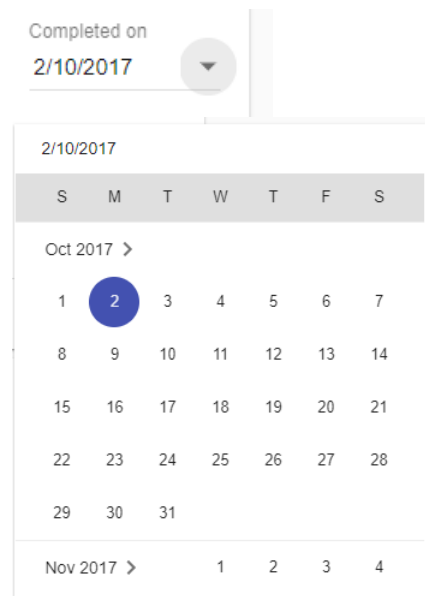


Figure 3.3 – Calendar drop down

Buttons:

Was tightness test of hatch cover carried out

Y N NA

Figure 3.4 – Buttons, click to select, double click to unselect

Sliding values:

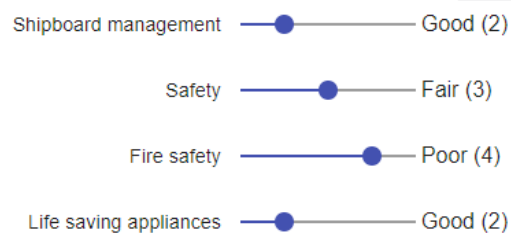


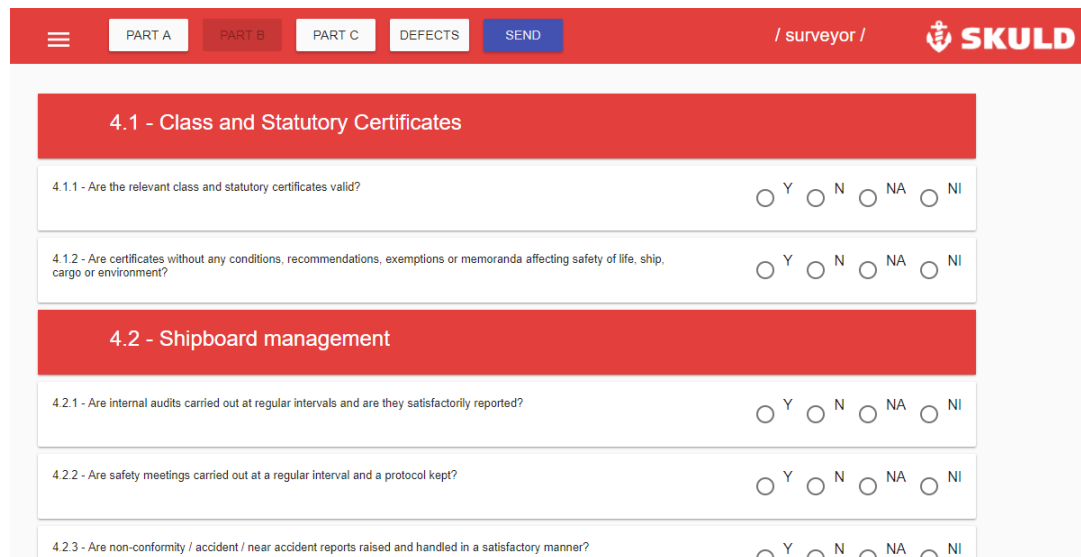
Figure 3.5 - Sliding values, use the mouse click drag and drop

Uploading of attachments, photo albums, documents, drawings, invoice etc.:



Figure 3.6 – Attachment buttons – Click to choose file(s)

4. After completing Part A you can go to Part B by clicking the “Part B” icon at the top of the page



4.1 - Class and Statutory Certificates

4.1.1 - Are the relevant class and statutory certificates valid? Y N NA NI

4.1.2 - Are certificates without any conditions, recommendations, exemptions or memoranda affecting safety of life, ship, cargo or environment? Y N NA NI

4.2 - Shipboard management

4.2.1 - Are internal audits carried out at regular intervals and are they satisfactorily reported? Y N NA NI

4.2.2 - Are safety meetings carried out at a regular interval and a protocol kept? Y N NA NI

4.2.3 - Are non-conformity / accident / near accident reports raised and handled in a satisfactory manner? Y N NA NI

Figure 4 – Part B

Here you will be presented with all general ship questions applicable for all ship types. Y=yes, N=no, NA=Not applicable, NI=not inspected

Questions are grouped under headlines which will have a green tick to the left once you have completed the section.



4.1 - Class and Statutory Certificates

Figure 4.1 – Completed section

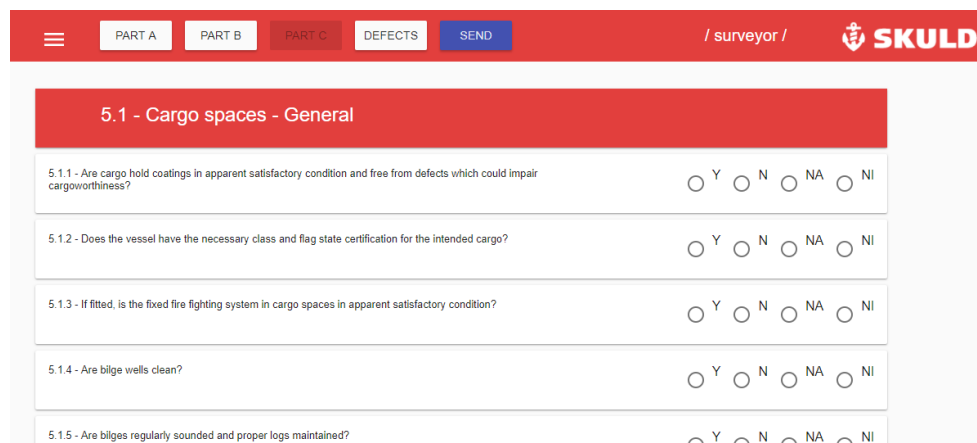
For a question marked with either Y/NA/NI you will be presented with a small black pen which gives you the opportunity to add a comment or a photo if needed.



4.1.1 - Are the relevant class and statutory certificates valid? Y N NA NI

Figure 4.2 – Y/NA/NI

If the question is answered with a N, the comment field will appear and a comment must be filled in. You also have the possibility to upload one or more photos which show the defect, if applicable.



5.1 - Cargo spaces - General

5.1.1 - Are cargo hold coatings in apparent satisfactory condition and free from defects which could impair cargoworthiness? Y N NA NI

5.1.2 - Does the vessel have the necessary class and flag state certification for the intended cargo? Y N NA NI

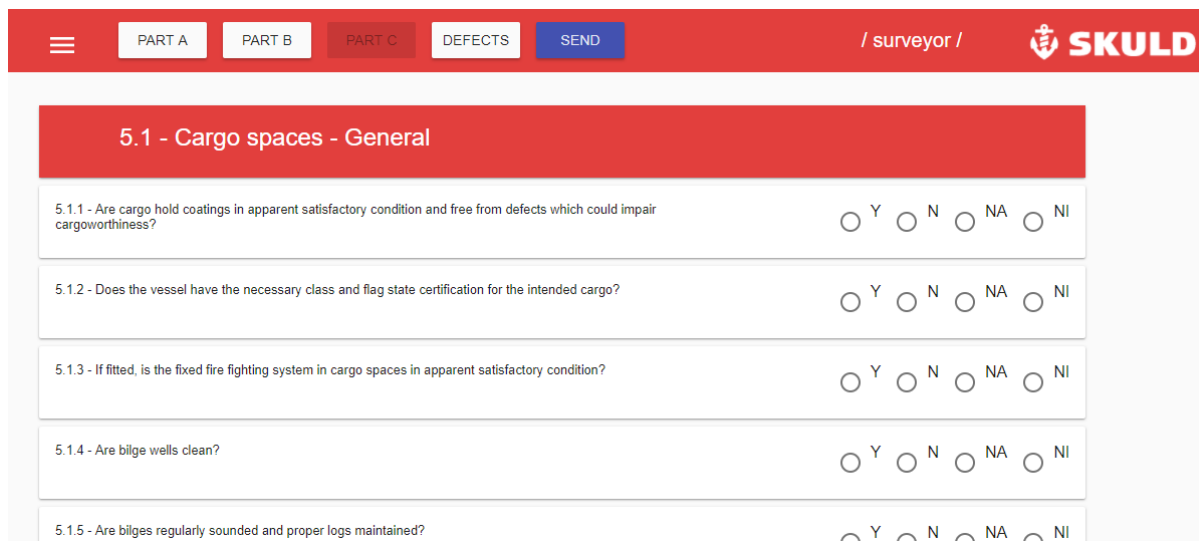
5.1.3 - If fitted, is the fixed fire fighting system in cargo spaces in apparent satisfactory condition? Y N NA NI

5.1.4 - Are bilge wells clean? Y N NA NI

5.1.5 - Are bilges regularly sounded and proper logs maintained? Y N NA NI

Figure 4.3 – N with mandatory comment field

5. The same as for part B applies for part C. Part C is the ship specific questions and will reflect the type of vessel surveyed



5.1 - Cargo spaces - General

5.1.1 - Are cargo hold coatings in apparent satisfactory condition and free from defects which could impair cargoworthiness? Y N NA NI

5.1.2 - Does the vessel have the necessary class and flag state certification for the intended cargo? Y N NA NI

5.1.3 - If fitted, is the fixed fire fighting system in cargo spaces in apparent satisfactory condition? Y N NA NI


5.1.4 - Are bilge wells clean? Y N NA NI

5.1.5 - Are bilges regularly sounded and proper logs maintained? Y N NA NI

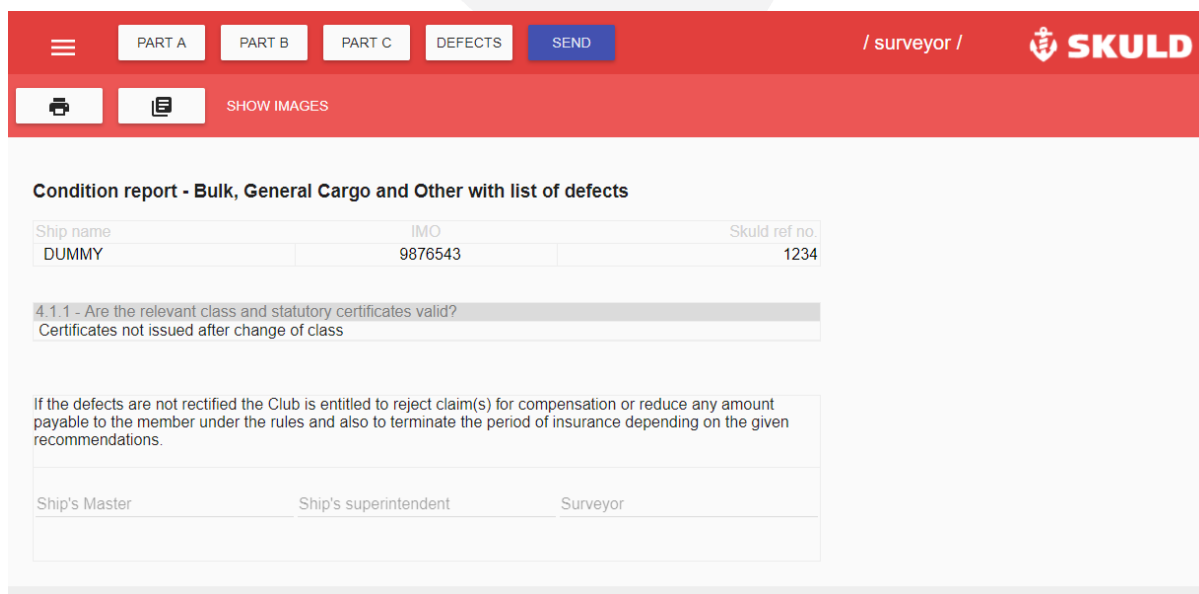
Figure 5 – Part C

6. The “Defects” button in the top of the screen will guide you to the list of defects

This list is automatically filled in as you are filling in Part B and Part C. When you choose "N" for a question in Part B and Part C, the text you write in the comments field will be created as the defect in the List of Defects.

You can print a version of the list of defects to be signed. 

There is also a possibility to print an empty list if necessary to fill in by hand. 



Condition report - Bulk, General Cargo and Other with list of defects

Ship name	IMO	Skuld ref no.
DUMMY	9876543	1234

4.1.1 - Are the relevant class and statutory certificates valid?
Certificates not issued after change of class

If the defects are not rectified the Club is entitled to reject claim(s) for compensation or reduce any amount payable to the member under the rules and also to terminate the period of insurance depending on the given recommendations.

Ship's Master	Ship's superintendent	Surveyor
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Figure 6 – Defects (List of defects)

7. Completing the Form

Part A

Following completion of the survey and based on your overall impression of the vessel, please rate the ten areas listed in section using the following criteria:

1	Excellent	Excellent condition in all respects and managed in accordance with industry best practices
2	Good	Good condition and vessel managed to a good standard, may require only minor remedial measures
3	Fair	Fair condition but considered acceptable subject to a number of remedial measures
4	Poor	Poor condition and / or poor vessel management standard; may require serious issues to be addressed immediately
5	Very Poor	Very poor condition and / or very poor vessel management standard; may present unacceptable risks that require immediate attention

Parts B and C

You should tick one of four boxes

Y	Yes	Available, implemented and entirely satisfactory in both condition and compliance with regulations etc.
N	No	Not implemented or not satisfactory due to poor condition or non-compliance with regulations etc.

For any items marked “NO”, you are encouraged to provide additional information and clarification in the remarks column provided. A “NO” relevant to the safety of the crew, the cargo or the environment will normally generate a defect in PART D – List of Defects.

Space is provided for “Additional Information” below each section to help assist with the overall assessment of the ship and its management.

Part D – List of Defects

The List of Defects must be completed and handed over to the ship’s master / owner’s representative upon completion of the survey.

Item numbers in the List of Defects must correspond to item numbers in the Survey Questionnaire and should be in numerical order. Items that are for information only (and which do not constitute defects) must not be included in the List of Defects.

Weather-tightness testing of hatch covers (where appropriate)

Where appropriate, hatch covers are to be weather-tightness tested using ultrasonic equipment, unless otherwise agreed with the Club beforehand.

Report

If at any time before submitting the report, you form the opinion that the vessel presents unacceptable risks to the Club (which also includes any individual score of 5 or a total score of 35+), you should immediately inform the Club by the best / quickest means available. This requirement is in addition to issuing the report within the 24 hours of completing the survey.

Photographs

Photographs should be included in the comments about the defect to illustrate the defects, uploaded to the specific defect or a single document, appropriately sized and captioned. Enclosures and scanned images should only be included if the document is related to a defect.

Quality Control

Appropriate quality control should be carried out to avoid obvious mistakes before the report is submitted.

Non disclosure

The results of the survey should not be disclosed to any third party.