

Content of Survey Report (To be elaborated further during contract award):

The surveyor prepares a **discharge or ex-tackle survey report** that accurately and independently states the condition and quantity of food commodities at the time they are discharged from a vessel at a port. The purpose of the report is to fix responsibility for losses or damages occurring while the commodity is under the care, custody, and control of the vessel. Since shipment is imported through bill of lading, a **delivery/dispatch survey** report should also be conducted at the destination identified.

Survey reports should include but are not limited to the following.

1. Shipment Data

- 1.1. Vessel name
- 1.2. Bill of lading (B/L) number and date
- 1.3. Shipment number (on B/L)
- 1.4. Manifested quantity
- 1.5. Commodity name
- 1.6. Stowage location in the vessel
- 1.7. Port of discharge and number of berths
- 1.8. Inland destination

2. Dates, Times, and Places of:

- 2.1. Vessel arrival
- 2.2. Vessel commenced discharge
- 2.3. Vessel completed discharge
- 2.4. Surveyor viewing commodity
- 2.5. Commodity reviewed by customs
- 2.6. Commodity delivered to consignee
- 2.7. Reconstitution of damaged commodity

3. Inland Delivery Dates, Times and Places of:

- 3.1. Transport arrival (rail, truck, or other, as applicable)
- 3.2. Commodity unloading commenced
- 3.3. Commodity unloading completed
- 3.4. Surveyor viewed commodity
- 3.5. Commodity reviewed by customs
- 3.6. Commodity delivered to CRS' warehouse/s
- 3.7. Reconstitution of damaged commodity

4. Amount of Commodity in Units (at discharge, dispatch and inland destination)

- 4.1. Discharged/dispatched/delivered in sound condition (units)
- 4.2. Discharged/ dispatched/delivered in damaged condition (wet, infested, contaminated) (units and weight)
- 4.3. Discharged/dispatched/delivered in slack or torn bags or containers (units and weight)
- 4.4. Short landed (not discharged or delivered to the inland destination)
- 4.5. After reconstitution of damaged containers:
 - 4.5.1. Quantity sound (units and weight)
 - 4.5.2. Quantity missing (units and weight)
 - 4.5.3. Quantity declared unfit for human consumption (units and weight)

- 4.6. Destroyed, donated, or sold as unfit for human consumption (units and weight)
- 4.7. Excess landed (units)
- 5. **Narrative Analysis of Who Did What, When, and Where During Discharge**
 - 5.1. Details and reasons for work stoppage, if any (e.g., lack of electricity, mechanical breakdown, labor dispute, etc.)
 - 5.2. Number of winches/cranes operating during each shift
 - 5.3. Whether commodity was discharged onto the wharf/quay or directly onto waiting trucks
 - 5.4. For bulk commodity, whether a scale was used, its type and calibration and other factors affecting its accuracy, or an explanation of why a scale was not used and of how weight was determined
 - 5.5. Explanation for any commodity not discharged from vessel
- 6. **Narrative Analysis of How, When, and Where Losses Occurred**
 - 6.1. Condition of commodity in the hatches, containers, or barges, including the condition of the hatches and nature of any damage
 - 6.2. Adverse weather conditions from the ship's log during loading, voyage, and previous ports of call, which may have a bearing on the damage
 - 6.3. Probable cause(s) of loss(es)
- 7. **Containerized Shipments:**
 - 7.1. Container and seal numbers
 - 7.2. Any damage to containers
 - 7.3. When, where, and by whom seals were broken
 - 7.4. Who else was present at the time the seals were broken
 - 7.5. When, where, and by whom new seals were put on the containers (if applicable)
 - 7.6. New container seal numbers (if applicable)
- 8. **Comments Regarding the Following:**
 - 8.1. Quality of stevedore labor
 - 8.2. Quality of discharging techniques
 - 8.3. Acceptability of dock and storage area for foodstuffs
 - 8.4. Quality of stowage on board the vessel
 - 8.5. Discharge in accordance with the customs of the port/country
 - 8.6. Extent of pilferage, if any, and level of security provided
 - 8.7. Level or degree of cooperation from vessel and/or vessel's local agent(s)
- 9. **Attachments** (as applicable, labeled with the B/L number)
 - 9.1. Customs receipts
 - 9.2. Surveyor's original notes and tally sheets
 - 9.3. Port authority reports
 - 9.4. Port issued short-landing certificates
 - 9.5. Carrier outturn report (vessel's agent's count of commodity discharged)
 - 9.6. Port tallies and port outturn report (if available)
 - 9.7. Stevedore's tallies (Note: Stroke tally sheets should have the printed name and signature of the surveyor and tallymen who conducted the survey. If litigation is necessary, tally sheets must be included in the supporting documentation.)
 - 9.8. Letters of protest (notices of loss)
 - 9.9. List of persons who witnessed vessel discharge and, if applicable, inland delivery, and/or persons who can testify as to the factual situation