

# PREPARATION GUIDE FOR AN INSURANCE SURVEY

## HOW TO PREPARE YOUR BOAT

So, you have been requested by your insurance provider to supply an Insurance Survey Report prior to your next renewal.

**Complete all  
maintenance  
work prior to  
the day of  
survey**



## Do they require an out of water inspection?

*The first question you must ask your insurance provider, is if the vessel needs to be hauled out of the water for the survey and if so you may wish to take this opportunity to conduct preventive maintenance & re-antifoul.*

Ideally you should start preparing your vessel on the day you buy it by ensuring that it is well maintained and by keeping a service log with receipts to demonstrate your proactive approach to general & preventative maintenance.



### A PROACTIVE VESSEL OWNER WOULD:

- Fix items that are not operational.
- Check the expiry date on safety equipment replacing equipment as required.
- Ensure the fire suppression systems are serviced as per the manufacturer's recommendations.
- Sailing vessel owners with standing rigging of +7 years would have the rig inspected and a recent written report provided by a qualified Rigger.

**MORE DETAILS >>**



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The following check lists are designed as a guide to assist owners to prepare their vessel for an insurance survey.

**Adequate preparation will ultimately make everything easier for you, the surveyor, and your insurer.**



### PROVIDE RELEVANT DOCUMENTATION

#### Include:

- Ship's papers (Certificate of Registry, Builder's Certificate, etc).
- International check in papers (Marine Dept.& Customs).
- Access to the vessel's manuals.
- A detailed ship's inventory and service history.
- A list of any known deficiencies.
- Certificates for all recent safety equipment inspections (liferaft, fire suppression systems, EPIRB, etc)
- Engine maintenance and service records.
- Crew certificates of competencies.
- Receipts for recent repairs & upgrades.



### PRIOR TO THE SURVEY INSPECTION

#### Check:

- Maintenance work has been completed.
- Reasonable access to all the vessel's systems.
- Cabin sole boards are made removable.
- Seacocks & through hull fittings are in good condition.
- Raw water hoses are double clamped and rusty clamps are replaced, as necessary.
- Bilge pumps and float switches are operational.
- Bilges are clean & dry.
- Engine(s) are operational.
- Exhaust systems are in good condition. All hose ends should be double clamped.
- Anchor winches are operational.
- Electrical systems (AC & DC) are operational with batteries fully charged.
- Navigation and communication equipment is in good condition and operational.
- Tanks are accessible for inspection.
- Sails, winches and running rigging are ready for inspection.



### ON THE DAY OF SURVEY

- Be present during the survey inspection or appoint an owner's representative familiar with the vessel to power up machinery/equipment and answer any questions the Surveyor may have.
- Arrive well before the appointed time and switch on air conditioners or open all windows & hatches.
- Fit exterior cushions and sunbeds.
- Do not start or run machinery such as the engines or generators.
- Turn on all lights (inside & out) and power up the navigation equipment.
- Display all safety equipment for inspection.

**MORE DETAILS >>**



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**This is a guide only and not a complete list of items that will be checked during the survey.**

