STANDARD OPERATING PROCEDURES OF THE GUILD OF MARINE SURVEYORS, NIGERIA

INTRODUCTION OF GUILD OF MARINE SURVEYORS, NIGERIA.

The Guild of Marine Surveyors is the umbrella body for registered Marine Surveyors, Cargo Superintendents and Maritime Consultants/Experts in Nigeria. The body was established on 25th November, 2004 and was registered with the Corporate Affairs Commission on 21st March,2006.

The formation of the Guild of Marine Surveyors of Nigeria is in line with what exist in other parts of the world. Similar professional body and association exist in United Kingdom, United States of America and our close neighbor, Ghana. We are independent organization charged with issuing of independent technical Reports in the event of disputes, facts, verification and management of marine claims on Cargo, Hull and Machinery for owners and/or Marine underwriters, including stevedoring legal liability claims.

We are also creating jobs, for Nigerians enhancing knowledge and promoting marine safety in our country Nigeria. The **Guild of Marine Surveyors (GMS)** is an affiliate of International Institute of Marine Surveying of London.

Membership is open to all eligible persons and organizations who are practitioners of marine survey, cargo superintendents and marine consultants, provided the person seeking membership can show evidence of recognized accomplishment and continuing professional standing in such charter or charters of the Guild (GMS) as may be consistent with the objectives of GMS as set out in the constitution.

The Guild of Marine Surveyors have a membership strength of over forty (40) Corporate members with various specializations; Marine Insurance Claims Adjusters, General Average Adjusters, Marine Surveyors, Superintendents, Naval Architects, Maritime Risk Experts, Marine Engineers, Nautical or Deck Officers, Commodity Specialists, Marine Auditorsetc.

The Guild has participated in several workshops/seminars which includes the educational tour organized by the Marine Offices Committee of the Nigerian Insurers Association in 2014. The event took place at Cotonou in Benin Republic with a visit to the Cotonou ports and other relevant Marine/Transportation Organizations.

The Guild participated at the Roundtable on "CARGO EXPOSURE TO RISK OF DAMAGE, LOSS AND DELAY AT NIGERIAN PORTS AND TERMINALS" organized by the Cargo Defense Fund of the Nigerian Shippers' Council in May, 2013 which had maritime operators from neighboring countries in attendance at Rock View Hotel, Apapa, Lagos.

The Guild of Marine Surveyors Nigeria in partnership with the Marine Offices Committee of **Nigerian Insurers Association** organized a marine educational workshop. The workshop was held at Equity Resort Hotels, Ijebu Ode on May 14 -16, 2015 and all participants were duly certified by the Nigerian Insurers Association to carry out cargo superintendence and marine surveying activities for all insurance companies in Nigeria.

PURPOSE OF GUILD OF MARINE SURVEYORS, NIGERIA.

- To promote professionalism and advancement of knowledge in field of marine surveying which shall include services provided to marine and transport organizations in general, the production of guidance reports for all other bodies connected with maritime operation or maritime trade.
- To seek recognition from Government organization or authorities, coast guards, international maritime organizations, licensed marine underwriters, Insurance Corporations, ship owners and maritime lawyers.
- To provide educational, information and social platform for members through meetings, congresses, seminars, publications and other activities by which all members may extend their knowledge, widen their experience and advance their professional status.
- To inculcate, emphasize and encourage the highest technical standards and levels of professional conduct among its members for the advancement of the reputation of marine surveying and its associated aspects.
- To provide the requisite forum necessary for information and practice exchange amongst
 marine experts, experts in associated aspects and experts in other endeavors howsoever
 described to enrich the knowledge content of marine surveyors in the discharge of their
 duties.
- To create and promote co-operation and good relation among marine surveyors and superintendents in Nigeria and their colleagues in other countries.
- To increase public awareness and encourage the widespread use of marine claims /disputes settlements through workshops, seminars, institutional capacity building, conferences, etc.
- To publish books, newsletters, magazines and marine claims' law reports for members and the general public.
- To ensure provision of professional services through our members in contributing to accurate and scientific determination of cargo throughput, which aids Government Agencies' revenue generation, proper national planning and Ports' expansion.
- To engage in any other activity or activities as may be consistent with the interest of members and to create and maintain an endowment fund for the proper observance and discharge of any of these aims and objectives.

EXECUTIVE SUMMARY

Marine Cargo Survey and Inspection is a global activity and universally recognized as a vital maritime activity which is as old as shipping itself. The technique of marine cargo survey and inspection has progressively changed in line with technological changes and complexity of shipping and shipment activities.

It should be noted that the success or otherwise of marine claims(being facilitated by marine insurance) is determined by the quality of marine survey or inspection reports from professional marine cargo surveyors or inspectors.

The need for marine cargo surveyors was already first recognized when a merchant would accompany his cargo to ensure that it was not voluntarily thrown overboard by the crewmen in the event of a storm or risk of sinking.

Between 3000 BC and 1000BC, the use of cargo surveyors was at its teething stage and has developed and become a reliable source of information for marine insurance practitioners as basis of compensation for marine cargo losses.

By 18th century, professional cargo inspection companies had fully developed and recognized worldwide. Its' activities are recognized by international conventions such as International Maritime Organization(IMO).

ACTIVITIES AND DUTIES OF MARINE SURVEYORS

The duties and activities of cargo surveyors are numerous depending on the need of the client/principal. Some advanced economies use independent marinecargo surveyors/inspectors in conjunction with customs department officials to determine appropriate duties and dues from port users. For example, in USA, independent cargo surveyors/inspectors are registered by the Department of Customs And Excise and used to ascertain quantity and quality of goods for purpose of dues collection.

In Nigeria, independent cargo surveyors or inspectors are used extensively by insurance companies, banks, importers, various Government Agencies; Ministry of Finance, NNPC, PPMC, PPPRA, NPA etc., to ensure that appropriate technology and techniques are used to ascertain correctly the quality and quantity of goods, be it discrete items, bulk, liquid and gaseous consignments.

Tallying of goods which involves counting is a minute part of marine cargo survey and is in fact the simplest form of cargo survey. Tallying therefore cannot be used to survey Ships draft, bulk, pdry or liquid and gaseous cargo consignment. Other areas of marine survey include complex technical survey such as classification surveys, draft surveys, ship surveys (hull and machinery),testing and quality analysis etc. Therefore conventionally and professionally marine cargo survey covers tallying of goods and other areas named above.

THE MAIN FUNCTIONS OF MARINE SURVEYORS ARE AS FOLLOW:

- ❖ Cargo Surveys & Superintendence (Post − loss and pre-loss) both at the port during ship discharge and inland surveys anywhere in Nigeria.
- ❖ Ship's Hull & Machinery surveys and Valuation.
- ❖ Ullaging of Oil-tanks in the ship and at Tank farm
- Loss investigations and quantification
- Marine Claims evaluations/Adjustment
- Other form of Surveys are: Classification surveys, Gaseous Cargo Consignment surveys (Oil & Gas), Testing and quality analysis surveys etc.

A private marine surveyor may be asked to carry out a wide range of tasks, including examining ships' cargoes or onboard conditions such as fuel quality, investigating accidents at sea (e.g. oil spillages or failure of machinery or structures which are not considered to be critical); and preparing accident reports for insurance purposes, and conducting draught survey to analyze how much cargo has been lost or gained.

Private surveyors also carry out condition surveys or pre-purchase surveys to determine the condition of the ship prior to charter or an acquisition. Many companies/associations such as P&I clubs, Ship-Owners, Brokers, etc. employ or contract services of a private marine surveyor in order to determine the condition of the ship, the cargo (Quantity and Quality).

Marine surveying is often closely associated with marine insurance, damage and salvage, accident and fraud investigation, as insurers may lack the training and skills required to perform a detailed assessment of the condition of a vessel. While marine surveyors are sometimes employed by insurers directly, they maintain a certain professional autonomy in order to provide an unbiased view.

It is the duty of our members to provide Marine Survey Services professionally, either in their individual private capacities or as a corporate body when called upon by any of the stakeholders in the industry.

Seaport Terminals; Airport Terminals; Supply Chain Management; Industries/Warehouses: Commercial Transaction Centers; Oil & Gas Terminals/Jetties; Commodity Terminals; Agricultural activities' locations; Marine Claim Investigation; Marine Claim Adjustment; Marine Claim Management; Sue and Labor; Salvage Disposal; Off-shore activities, etc.

ENGINEERING DIVISION

- Calibration of tanks, meter, proving tanks and prover loops,
- Consultancy: Supervision of project for specifications' conformity, training etc.
- Industrial Inspection manufacture, failure prevention, design reviews, procurement etc.
- Technical Audit of crude oil terminals,
- Corrosion Services: process chemical testing, corrosion monitoring and testing
- Non-Destructive Testing Services: radiographic examination, ultrasonic measurement etc.

- Quality analysis Determination of quality of agricultural produce
- Weighing: Determination of weight of cargo into warehouse, truck and/ or ship
- Tallying/Loading tallying cargo into containers, truck, train, ship and supervision of loading

REDWOOD/OIL INSPECTION

- Bulk Oil Survey (Liquid Cargo) quantity and quality determination,
- Tank cleaning and inspection of tanks for storage and freight purpose,
- Free Gas Testing Determination of explosive gas.
- Quality Control Detection of adulterated petroleum products etc.

LABORATORY

- Analysis of petroleum products, agricultural produce, water (effluent borehole) etc.
- Sampling of goods as demanded by clients,
- Inspection/Grading of Shrimps, Prawns, Frozen fish and other food items

SUPERINTENDENCE

- Storage In stow inspection of cargoes in hold for determination of condition (involves the use of photographic cameras).
- Discharge supervision of discharge ex. Vessel, noting losses/damages,
- Delivery Counting of cargo or tallying ex station and area/shed,
- Quality Inspection Sampling of bulk cargo at ports or warehouses for quality and damage determination,
- Weighing: Determination of weight of cargo for import/export.

MARINE DIVISION

- Draft Survey Determination of tonnage of cargo (bulk cargo) in vessels by means of draft survey
- Bunker Survey Ascertainment of bunkers onboard vessels at time of delivery/redelivery (on/off-hire survey)
- Stowage factor surveys Ascertaining cargo space for computation of port dues etc.
- Ship's Hull Surveys In the event of damage to ship's structure from collision with other ship's pier, quay etc.
- Damage to hire/floating objects survey carried out on request on mooring buoys, jetties etc.

• Protection and Indemnity Services – Protection and indemnifying ship owners/charterers of vessels. Offering legal assistance to P & I Clubs. Etc.

FINANCIAL SERVICES DIVISION

- Investment appraisal and monitoring services: Appraisal and valuation services (Technical and Financial), merger and acquisition utility value appraisal, loan monitoring, collateral appraisal/management;
- Project Monitoring Services Pre-qualification survey, quality and packaging inspection progress report and expediting cost audit and payment justification;
- Equipment Leasing on and off-hire survey;
- Insurance Survey Services Loss adjusting, risk evaluation, storage and transport supervision, damage survey etc.

COMPREHENSIVE IMPORT SUPERVISION SCHEME/COMPREHENSIVE EXPORT SUPERVISION SCHEME (CISS/CESS)

- Pre-shipment inspection of imports carry out inspection of quality and quantity of import and export cargoes for government of a country (including price verification at country of origin)
- Customs' Orientation Verification of customs duties, checking over or under invoicing
- Verification of trade debt arrears Ascertaining genuineness of documents, verifying irregular debts.

WAREHOUSING SERVICES

- Storage Independent warehousing
- Collateral Management in bonded warehouses
- Inspection Tallying and weight control
- Packing Marking
- Secured distributorship

These are also areas where our members' expertise/experience lies:

General & container cargoes, Hydrographic survey, Commercial hull,

Break bulk & bulk cargoes, Oil, Gas & chemical, Machinery,

P&I CULB surveys-cargo, P&I CULB surveys-hull, Salvage & towing,

P&I CULB SURVEYS-machinery, Draught surveys, Steel vessel - small craft,

Marine insurance claims-cargo, Superintendence, Compass adjusting,

Marine insurance claims-machinery, Marine insurance claim-hull, FRP/GRPVessels-small craft,

Inland Waterways-small craft, MCA/Certifying authority, State or Government surveys

OPERATIONAL GUIDELINES AND SCOPE TO CARGO SURVEYORS IN THE PORTS.

Generally the following outlined scope of services apply to all categories of cargo and ports,(this is in addition to specific methodology or scope of service) outlined for different types of cargo.

Having been nominated or appointed by any Insurance Company or Marine underwriter, Importer, Exporter, Consignee, Consignor, P&I Club, Ship-Owner, Broker, Financial Institution, Government Agency, Ministry, Clearing Agents or any Stakeholder, the general scope of services are:

- 1. Surveyors are to liaise with Shipping Agents and keep close contact with them and monitor the vessels' Expected Time of Arrival (ETA) and berthing prospects through the contacts.
- 2. Board the vessel after free pratique has been granted.
- 3. Introduce himself to the chief officer/captain and duty officer on boarding the vessel, stating clearly the purpose for which he is onboard and the party he is representing.

Request for ship particulars, cargo bill of lading, cargo manifest, packing list, certificate of quantity, certificate of origin, load port ullage reports and other documents relevant for the cargo survey to be performed from the ship's Chief Officer, Captain Or Representative.

- 4. Receive the copies of document request for in (4) above and verify them.
- 5. Ascertaining the quantity of cargo loaded or discharged by vessels.
- 6. Observe and report any incident that could negatively affect the interest of surveyor's principal, noting losses, shortages, excess and damages.
- 7. Verify and reconcile quantities physically ascertained at the point of discharge, loading or in any survey operation.
- 8. Document with appropriate survey report from all cargo survey resulting quantities and calculations as ascertained by the independent Surveyor and/or as reconciled by all parties in attendance.
- 9. Transmit regular updates on the operations to principal highlighting problems, hitches or incidents that may be of interest in the operation or transaction.

- 10. Take appropriate actions that can assist in conflict resolution concerning the cargo or items under survey. This may include taking of photographs of cargoes' stowage condition, vessels' structures, lost overboard cargoes, damage cargoes during discharge or loading etc.
- 11. Issue factual and unambiguous independent survey report to **Clients/Principals**, which shall contain all cargo quantities, operational time logs and cargo discrepancies, shortages, excesses, etc. as observed and possible reconciled with all parties in attendance.
- 12. Issue invoices to concerned parties responsible for payment of Marine Surveyors' Services per contract agreed terms.
- 13. Maintain a data bank of all discharge and loading operations record in the office for reference.
- 14. Perform other functions that can further add value to all concerned parties in any transaction.

LIMITATIONS OF OUR OPERATIONS IN PORTS

Our members are limited to survey or investigation activities which they are legally appointed to carry out in Seaports, Airports and other locations within and outside Nigeria with regard to the result of their findings per time, date and pace of their interventions.

OPERATIONAL PROCEDURES OF OUR SERVICES

A professional cargo surveyor is needed to protect the interest of all parties to the contract of afreightment, Exporters and Importers and the Carriers.

PLACE: The location of an inspection is determined by the type and scope of inspection to be carried out. It could be carried out in an Office, Onboard ship, in Seaport, Airport, Warehouse, Factory, or at a combination of these and other locations. Prior to inspection, if the environment is not conducive, attempt may be made to ensure that the conditions at the place of inspection are such that will enable the inspector to perform a professional and complete inspection. Page 9

HOW: How cargo inspection or survey/ investigation is conducted is dependent on the type of cargo, ship, material, machinery or item and exact purpose for each survey or investigation.

TIME FRAME: This is dependent on the type of cargo/items because different cargo/item requires different duration (time) for survey/investigation activities to be completed or carried out.

EXECUTIVE MEMBERS OF GUILD OF MARINE SURVEYORS

Monday Ogadina - President

Young Chukwu - Vice-President

Adewale Adetoro - **Secretary**

Tunde Olusanya - Assistant Secretary

Wale Shittu - Financial Secretary

Sam Osu - Treasurer

Roland Emorwodia - Publicity Secretary

Paul Nwachi - Welfare Secretary

NAMES OF MEMBERS AND CONTACT DETAILS

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	LIMITED	BENSON		
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7	BG MARINE	IRETI HOUSE,	GEORGE	07065793521/bgmarinesuprintende
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9	MARINE &	39, ST.	FRANK	08033202722/marinealliedltd@yah
	ALLIED	FINBARS	UFONDU	oo.com
	TECH.	ROAD, AKOKA		
	SERVICES			
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10	ESTEMA	8, OLATINPO	I.O. DADA	08033186065
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11	WAL ZENITH	3, OGO OLUWA	WALE	08096612300/walzenithinternationa
	INTERNATIO	STREET,	SHITTU	1@yahoo.com
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	15	STANDARD	4A, PARK	YOUNG E.	08033896979/y.chukwu@yahoo.co
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	17	MARINE	166, OKOTA	DIPO	08033063546/universalloss@yahoo
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	19	CROWNFORT	53, WESTERN	SAM I.OSU	08033023451/crownfort2001@yah
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	20	ARENA	11, OKEOLU	ADIELE	08069060177/dikosexport@yahoo.
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	22	ECOTECH	1B, CLOSE 112	ROBINSON	08023124887/robomomia@hotmail
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	LIMITED			
27	SBK MARINE	117, IKORODU	SUNDAY	08033187926
	AGENCIES	ROAD, LAGOS	IGBINOVIA	
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28	TRIZONE	6, DAGUNRO	OSAS OMIJE	08023053612/osas44@yahoo.com,
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	MARINE &	GRA APAPA	NWACHI	Pag14info@generalmarineoil.com
	OIL			Nwachi_p@yahoo.com
	SERVICES			
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	34	G - REV	7 IKORODU	PHILLIP	08023173065
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STANDARD OF THE GUILLE PROCEDURES ARING PRINCE OF THE SURVEYORS, NIGERIA SURVEYORS, NIGERIA