AIMU
CERTIFICATE OF SURVEY OCEAN / AVIATION CARGO LOSS OR DAMAGE

Summary
The AIMU guidelines for Loss or Damage is designed to capture the critical information and findings of an ocean cargo loss investigation and damage survey, for the purpose of determining the nature, cause and extent of any damages sustained in due course of transit. It is vital that the surveyor determine and accurately report the facts that in the cumulative substantiate a conclusion as to the cause of the loss or damage observed. Detailed surveyor findings promote the efficient handling of claims and accurate adjustment to support timely and fair settlement.

FORM

<table>
<thead>
<tr>
<th>DESCRIPTION OF ENTIRE SHIPMENT</th>
<th>COMMENTS</th>
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<tbody>
<tr>
<td>1. Number of packages and contents</td>
<td>1 – Give quantity of units and the type of unit. Example bags, cartons, pallets as complete as possible. Also breakdown if possible: 864 Bags: 48/pallet; total 18 pallets. If information is obtained from warehouse personnel, clerks or others describe this and identify from whom the information was obtained.</td>
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<tr>
<td>2. Marks and numbers</td>
<td>2 – Identify all the markings on the packaging in detail as they appear. PO numbers, style, quantities, country of origin etc. Include handling symbols, such as symbols: ð ð; γ etc. If there are no handling instructions, state this.</td>
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<tr>
<td>3. Commercial Invoice</td>
<td>3 – Give all pertinent information on the invoice to include INCOTERM, value per item, total invoice value, breakdown of charges, quantities, and date. Obtain a copy of the Commercial Invoice.</td>
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<tr>
<td>4. Shipper</td>
<td>4 – 5 Give full name and address, if known.</td>
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<tr>
<td>5. Consignee</td>
<td></td>
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DETAILS OF CARRIAGE

| 6. Name of vessel/air carrier from which goods discharged, and date | 6 – 12 All the information on the Bill of Lading or Air Waybill should be identified. Name of vessel or Air Carrier, voyage number or flight number, dates, other vessels and/or carriers, points of acceptance, loading, transshipping, discharge, delivery. All comments on these documents, including marks, numbers, seals, temperature settings, "on-deck" or "below-deck", container numbers etc. (If hazardous cargo, IMO requires noting on the B/L, which then determines stowage requirements.) Identify any parties from whom information was obtained. |
| 7. If goods transhipped, name of original carrying vessel/air carrier and of transshipping port | If containerized shipment, describe shipment basis (door – door, port – door, etc.) Was this a full container load (FCL) or Less than Container Load (LCL)? If known, report where the container was carried on the vessel, above deck or below deck? Describe any other modes of transportation used, such as barge, rail, etc. |
| 8. Port of discharge | 13 – 14 - Descriptions of stowage in detail should be supplied in the body of the survey report under "Findings," including method of lashing or securing. |
| 9. Carrying vessel/air carrier arrived port of discharge on | 15 – 17 Any exceptions on the B/L or AWB should have been already noted on item 6-12. Exceptions already noted should be incorporated into the body of the survey report. |
| 10. Date discharged into and from lighter | Into/Out of Customs |
| 11. Date of entry to/from Customs | At final destination |
| 12. Final destination and date of delivery | 18 – Description of ocean container including type of container, container number and dimensions. Description of the container should include, prefix & number, dimensions, construction, type, weight & cubic capacities, length, width and height. Describe the condition of the container, exterior & interior, if available for inspection. If not available, state this and attempt to obtain a copy of the trailer interchange report (TIR) |
| Was there a delay in taking delivery and, if so, why? | |
| 13. Were goods stowed on deck at any stage while in transit? | |
| 14. Was the on deck stowage proper? | |
| 15. Exceptions, if any, on original B/L or Air Consignment Note. | |
| 16. Were exceptions taken | |
| (a) on discharge | |
| (b) into/from Customs | |
| (c) to or from other Carriers | |
| (d) by Consignee | |
| 17. If so, specify in remarks and include copies of supporting documentation indicating exceptions mentioned above. | |
18. Description & Condition of Container

19. Seal number(s) and condition:
   (a) original seal number
   (b) at discharge
   (c) in/out Customs
   (d) at final destination
   (e) Site of any seal changes, if known

20. Stowage of Contents:

21. If Reefer container, comment on stowage and temperature records.

22. Flat rack container stowage & securing

19 – Seal(s) number(s) and condition include type(s) of seal(s), all marks, color and where affixed on the container? (Retain the seal(s) if there is a shipment shortage). Indicate whether the seal differs in any way from the original seal. If changed, by whom and where? If there is any shortage, was local law enforcement contacted? And a police report prepared?

20 – Describe the stowage of contents and cargo securing (discuss shoring, dunnage, blocking/bracing) if observed. Provide details and support with photos. If not observed, obtain statement from Consignee as to description of stowage. If container was loaded and secured by a 3rd party, describe who and where this was done.

Was stowage within the container adequate? If not, give opinion/explanation in the “Findings” section.

21 – If a refrigerated container, was there any change in the temperature within the container during transit? If so, provide as much information as possible, especially temperatures & times. Also, what was the set temperature and the temperature upon arrival? Did the shipper insert temperature recorder(s) within the container? If so what type was used and what temperature range does it have? How many were used and where were they placed within the stow?

22 – Describe the method of lashing and securing used. If the damage was caused by failure of the lashings, were calculations done to determine the adequacy of the lashings, in accordance with Annex 13 of SOLAS - Cargo Securing Code/Manual? If yes, obtain a copy of the calculations. Where was the flat rack carried, above deck or below deck? If above deck, describe any protection provided, such as tarps, plywood, etc.

PARTICULARS OF SURVEY

23. Survey requested by

24. Date of application

25. Date and exact location of Survey

26. Attending Survey

27. Was the carrier’s representative in attendance?

28. Describe the type of packing used
   (a) If loss is attributable to failure of packing, describe fully

29. Survey Findings

30. Recommendations and/or actions taken to mitigate the loss.

31. Loss Estimate

32. Comments & Conclusion

33. Documentation Surveyor should obtain relevant documents. Basic documents generally needed are:
   (a) Ocean Bill of Lading or Master Airway Bill (MAWB)
   (b) Packing list or description of the cargo
   (c) Commercial Invoice
   (d) Certificate of Insurance
   (e) Copies of Master’s Protest on
   (f) Copies of any exceptions taken, warehouse receipts, container TIR’s, etc.
   (g) Correspondence placing carrier on notice or other correspondence

34. Photographs

23 – Name and person requesting survey

24 – Date survey request was received

25 – Also include date that the goods were received at the location and the date the damages were discovered.

26 – Names of each party in attendance, including their affiliation and/or interests representing.

27 – If not, state whether or not the carrier was placed on notice and invited to the survey and provide documentation to this effect

28 – Description of inner and outer packing, including type and construction. Also comment on unitizing, bundling, etc. If packing not sighted, state so. Surveyor should state whether the packaging is considered adequate and customary for the trade.

29 – Describe the nature and extent of damage observed with an accurate, detailed and thorough description of the damages found. Detail the damages as to degree, quantity, type and methods to be used to assess the degree of damage. Avoid the use of the word “damaged” when describing the condition of the cargo. Photos are very helpful in demonstrating and documenting conditions found. If applicable, comment on the customary trade loss or allowance due similar goods, in sound condition.

State whether samples were taken and, if so, by whom, method used and where the samples are kept. If samples have been submitted for analysis or testing, describe this, as needed.

If seawater exposure is suspected, field tests (silver nitrate) should be performed on site. If Silver Nitrate test results are positive, a sample should be taken and submitted to a laboratory for verification.

In the event the loss involves a shortage, describe:
   (a) invoiced weight
   (b) weight on delivery to and from Customs
This report is issued without prejudice to the rights and/or interests of the insurers and is subject to the terms and conditions of the policy or contract of insurance.

(c) weight at time of Final delivery  
(d) weight at time of Survey  

If loss involves contamination, provided:  
(a) Initial quantity and quality measurements taken  
(b) Delivered quantity and quality measurements taken  
(c) Benchmarks or trade tolerances that were used for comparison of quality

30 – Describe any recommendations for reconditioning and/or disposal of distressed merchandise to mitigate the loss, including such steps as sorting & segregation into good and sound lots.

If recommendations are made for further testing or sampling to determine the degree or extent of damage, or to determine the cause of the loss, this should be described.

If goods are sold for salvage, this process should be described, including the bids received and identifying the successful bidder.

If the insured has incurred any extraordinary expenses for efforts made to demonstrate and/or mitigate the loss, these expenses should be documented and reported.

31 – Surveyor should provide a summary of the loss estimate, with the losses expressed in a percentage of damage to the cargo, allowance agreed upon, salvage return, and any Sue & Labor expenses that the insured has incurred, such as sorting/ segregation, additional storage fees, etc. The surveyor should also state the estimated market value for similar sound cargo and describe the applicable terms of sale for the subject cargo (INCOTERM, etc.)

Provide all values along with particular point in transit. This would include pre-sold goods, landed value, duties paid, freight charges etc.

32 – Surveyor should state his opinion as to the cause of the loss, which should be supported by the findings, lab analysis/ tests, and information reported. If possible, the report should also state where damage occurred.

If the loss is due to “perils of the sea,” an abstract from the Master’s Protest should be appended. Should any part of the loss be due to inherent qualities or inherent vice of the goods this should be fully described.

Note: The surveyor should not speculate, as to the cause of loss! If the cause cannot be ascertained at the time of survey, it has to be stated so and reasons given, why it could not be determined.

Where applicable, under separate cover, submit recommendations for future actions or measures that could be put into place to avoid future losses of this type.

33 – Documents obtained should be listed as an attachment to the report. Comment on any critical documents that the surveyor has been unable to obtain.

34 – Photographs should be included with the report, whenever possible. Photos should be provided with a description of what they are attempting to show and not submitted loosely without identification. Photo documentation enhances the quality of the report and can validate the description of conditions found by the surveyor. Photos may be either digital or hard copy. Photos can also be obtained from the insured or consignee, but these should be identified as such.