

**DOCUMENTS AND INFORMATION MOST OFTEN REQUESTED**  
**BY AVERAGE ADJUSTERS**

**Particular Average claim:-**

The attending Underwriters' Surveyor will usually request a sighting of log books/crew reports etc., but the adjustment itself should contain some documentary evidence in support of the claim, i.e.:-

- a) Relevant extract(s) from deck log and/or engine room log books.
- b) Master's/Chief Engineer's statements (or other witnessing members of the crew).
- c) Underwriters' Surveyor's report(s) – usually obtained from brokers.
- d) Classification Society Surveyor's report(s), if in attendance.
- e) Copy of the vessel's hull and machinery insurance cover note.

The claim itself should be documented by a statement of costs, together with full supporting vouchers, i.e.:-

At all repair ports or places.

- f) Shipowners' Agents' General Disbursements account, together with all supporting vouchers.
- g) Damage repair accounts, including drydock dues and/or general services provided.
- h) Accounts covering attendance of service engineers or other specialists, if any.
- i) Accounts for spare parts etc., supplied by the Shipowners in connection with damage repairs.
- j) Accounts for all air/road/rail/sea transportation charges incurred in respect of supply of spare parts etc., for damage repairs.
- k) Statement of extra payments to crew for assisting in connection with damage repairs.

Ideally, these statements should show details of work carried out, together with the name and rank of each crew member involved and the individual amounts paid to each crew member, duly signed by the recipient.

- l) Accounts for surveys by Classification Society.
- m) Statement of fees and expenses of Shipowners' Superintendent engineer for attendance during all repair period/periods of detention including allowances for travelling time.

Depending on the circumstances of the claim, the foregoing may be adapted to include repairs carried out by a travelling repair squad, fuel consumed on repairs, towages costs etc.

If the vessel was removed from one port to another in order to effect repair and the adjuster can demonstrate the removal was fair and reasonable, the following additional requirements will be necessary:-

- n) An advice of (if not in logs or reports above):
  - i) Last port of call prior to repairs.
  - ii) Time and date of vessel's departure from last port of call.
  - iii) Time and dates of arrival at and departure from repair port.
  - iv) Vessel's next port of loading following repairs
  - v) Date of fixture for loading next cargo } Not always required, depending on circumstances.
- o) Plus a statement of wages and maintenance of crew for periods of removal and a statement of fuel and stores consumed during removal.

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**General Average claim:-**

In addition to the majority of the foregoing, when a General Average is involved, the adjusters will require:-

- p) Copy of the cargo manifest.
- q) Copy of the relevant Charter Party.
- r) Copy of Bills of Lading showing all conditions (i.e. including reverse side).
- s) Details of handling agents at discharge port(s).
- t) Time Charterers' off-hire statement (if, of course, on time-charter).
- u) Statement of wages and maintenance of crew for the G.A. period or per month.
- v) Statement of fuel and stores consumed during the General Average period, together with details of replacement prices.
- w) Accounts for any towage/tug assistance.

The items under p/s above are the most important in the early stages as the information taken from those documents will help the adjuster obtain General Average security from cargo interests.

In the case of salvage being involved, details of the salvage award etc., will be required, together with legal costs.

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The foregoing is a simple list which will never provide the complete picture, but it is a reasonable guideline. Every claim is different and there are many questions that average adjusters have to ask to justify costs and allowances.