An independent (cargo) surveyor is an objective third party who observes the discharge of cargo from a ship at a port. The surveyor prepares a report called a **discharge (ex-tackle) survey**, which documents the condition of the cargo, the amount delivered against the bill of lading (B/L), and the cause and nature of any excess, shortages, or damages to the cargo while it is in the control of the shipping company. The discharge survey is used to establish responsibility for marine losses.

When a through bill of lading (T/BL) is used, an independent surveyor **also** carries out a survey at the time the shipping company transfers custody of the cargo to the Awardee at a designated warehouse. In this case, the survey report is called a **delivery survey** **report**.

The Awardee must engage the service of an independent surveyor for the discharge survey, unless FFP communicates (in writing) that such surveys are not feasible in the specific port, or USAID’s CCC has made other provisions for such examinations and reports. **Always verify with your local mission any current USAID requirements concerning independent surveyors**.

Upon submission of invoice from surveyor and certification of survey fees paid, the CCC will reimburse the Awardee for the cost of discharge surveys. The CCC will also reimburse the Awardee for the cost of a survey that the Awardee determines is necessary to control cargo and/or prevent losses in the port area (ex-warehouse survey), or for cargoes moving into landlocked countries (survey at the point of entry into the country,) **only** if accompanied by an ex-tackle survey.

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| **Recommended Qualifications** | |
| ⬜ | Certified to survey food commodities |
| ⬜ | Licensed to operate in country |
| ⬜ | Knowledgeable of actions to be taken to ensure cargo moves through the port with the fewest losses possible and, when losses do occur, knowledgeable of what actions, statements, or documents are available and need to be obtained to substantiate a claim against the liable party |
| ⬜ | Familiar with the local rules and regulations with respect to USAID/FFP shipments |
| ⬜ | References from others (preferably NGOs) who have used surveyor’s services |
| ⬜ | Approved by USAID |
| ⬜ | To avoid conflict of interest, an independent surveyor **cannot** also be a clearing and forwarding agent or a surveyor for the shipping company |
| **Specific Duties** | |
| ⬜ | Liaise with the vessel agents with regard to the discharge of cargo. |
| ⬜ | Conduct on-board vessel hatch survey (and immediately contact Awardee in the event of major damage of cargo). |
| ⬜ | Inspect lighter vessels (where applicable). |
| ⬜ | Engage sufficient labor to obtain an accurate discharge tally, and, if applicable, an inland delivery tally. |
| ⬜ | Physically observe discharge of all cargo from the vessel, and, if applicable, personally observe the delivery of all bulk cargo from the inland conveyance and bagging operations. |
| ⬜ | Report on discharging method, including 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 how weight was determined. |
| ⬜ | If cargo is bagged or stacked by vessel interests, furnish daily tally totals and any other pertinent information about the bagging of bulk cargo. |
| ⬜ | Furnish information as to whether cargo was discharged in accordance with port customs. |
| ⬜ | Examine and verify cargo containers and seals (and, if seals are broken or missing at time of discharge or delivery, immediately issue a Letter of Protest with photographs). |
| ⬜ | Tally break bulk and container cargo to determine losses occurring before, during, and after discharge (de-stuffing) and/or delivery. (Tally stokes must be accurate and forwarded with the survey report.) |
| ⬜ | If cargo is damaged, ensure segregation, maintain separate tallies, and document quantity and condition. |
| ⬜ | Document reconstitution efforts, including where, when, and how the reconstitution weights were determined. |
| ⬜ | Draw samples of suspect cargoes in the presence of the vessel’s agents, and obtain and forward health officer’s certificate(s) and laboratory analysis for any commodity suspected to be unfit, as well as any destruction or disposal documentation. |
| ⬜ | Verify that, upon conclusion of discharge, cargo holds are empty. |
| ⬜ | Obtain copies of port and/or ship records (including scale weights, where applicable) to show quantity discharged. |
| ⬜ | Compare the vessel outturn report with own independently observed survey report; attempt to resolve all discrepancies (If not resolved, initiate communications to determine why discrepancies exist.) |
| ⬜ | Notify Awardee immediately if additional services are necessary to protect cargo or if the surveyor has reason to believe that the correct quantity was not discharged. |
| ⬜ | Submit a Letter of Protest to the captain of the vessel, in writing, **within three (3) days** of completion of the discharge and/or delivery, describing all losses that were observed. |
| ⬜ | Furnish any information that would be beneficial concerning how losses occurred and actions for future loss prevention. |
| ⬜ | Provide USDA with information as to quantity, type, and cause of lost or damaged cargo. |
| ⬜ | If port transit sheds/warehouses are used, inspect and document facilities and condition of cargo while in the facilities. |
| ⬜ | If cargo is loaded onto trucks, inspect trucks, personally observe loading, and ensure all loaded cargo is tallied. |
| ⬜ | For TB/L shipments, attend, monitor, and report on the discharge at port, the loading of the cargo onto land and/or sea conveyances for movement inland, and the delivery of the cargo at the inland delivery location. |
| ⬜ | Provide a timely and detailed survey report with originals of all pertinent documents attached. (When submitting documents or correspondence prepared in a language other than English, also forward a literal English translation.) |
| **Clauses to Include in Contract** | |
| ⬜ | Name(s) and title(s) of Awardee staff member to whom surveyor reports |
| ⬜ | Right to sub-contract only with Awardee approval |
| ⬜ | Maximum time allowed to perform contract services |
| ⬜ | Procedures for handling damaged or suspect commodity |
| ⬜ | Contractor provision of insurance to cover losses, and/or, as necessary, posting of performance bonds |
| ⬜ | Payment terms (Require the contractor to submit invoices within a limited number of days after shipment is discharged; generally only pay for a service when it is completed at a satisfactory level.) |