



Liberty is here for you.
**Today. Tomorrow.
Together.**

For more information, please visit:
libertyinternational.com

 [Find a Marine team member in Asia Pacific](#)

 [Office locations](#)

 [Connect with Liberty](#)

These Procedures ensure prompt, clear communication and coordinated, timely surveys to minimise the risk of loss, damage, or delivery delays

Marine Open Cargo & Marine Delay in Start Up insurance

Critical Items Survey Procedures

These Liberty-issued Procedures are intended to provide guidance and information. In the event of any conflict between these Procedures and the Policy, the terms and conditions of the Policy shall prevail.

1.0 Introduction

- 1.1 The purpose of these Critical Items Survey Procedures is to facilitate prompt and proper communication between all parties to ensure efficient co-ordination and timely performance of surveys, including proper follow-up in case of non-compliance to recommendations. This will result in minimising the risk of loss, damage or delay in delivery of the Critical Items.
- 1.2 All interested parties should be provided with a copy of these Procedures and, whilst it does not purport to cover every situation, they should provide sufficient information upon which to act. If there is doubt concerning any matter then the reader should not hesitate to contact Liberty (contact details are found on page 6).

2.0 Definition of Critical Items

- 2.1 For the purpose of this insurance:

A Critical Item is either named below or is defined as any item which, in the event of a loss under the Marine Policy, cannot be re-manufactured/repaired, re-shipped, installed, tested and commissioned while still leaving a two-month window prior to the scheduled start-up date and/or is deemed unique as agreed with Liberty.

A list of Critical Items is to be provided by the Insured. Liberty will update the definitions accordingly.

3.0 Survey warranty

- 3.1 The Marine Policy contains the following Survey Warranty Clause regarding the shipment of Critical Items:

It is warranted that:

- (A) All Critical Items are to be shipped under deck unless such items are shipped in totally enclosed steel containers aboard purpose built cellular container vessels or as agreed or deemed necessary by Insurers' appointed risk managers/surveyors.
- (B) In respect of Critical Items, Insurers will be advised at least 10 working days prior to the shipment/movement of such items to enable the Leading Insurer's Risk Management and/or their appointed representatives, where deemed necessary by Insurers, to:



- (i) Approve vessel(s), tug(s), barge(s) and/or any other carrying conveyance(s) and all lifting equipment including cranes, tackle etc. required for loading/transshipment/unloading operations.
 - (ii) Approve and/or attend all packing, loading, stowage, securing, transportation, discharge and unloading arrangements and operations throughout the entire transportation chain.
- (C) All recommendations made by the Leading Insurer's Risk Management and/or their appointed representatives in respect of Critical Items are to be strictly complied with.
- (D) Heavy lift vessels utilized for the carriage of any cargo for the Project not to exceed 20 years of age without prior agreement of the Insurers.

It is understood and agreed that in the event of a breach of this survey/shipping warranty coverage afforded under this insurance in respect of the items that are the subject of the breach will not cease but shall be limited to cover afforded by the Institute Cargo Clauses "C" and the relevant Institute War and Strikes Clauses in respect of the Insuring Conditions for Section I.

Where, subsequent to a breach of the survey/shipping warranty, the Insured is able to comply with the terms and conditions of the warranty in respect of subsequent shipments/movements, as evidenced by the issuance of an inspection certificate or a survey report by the agreed Risk Management personnel, full Policy terms and conditions shall apply to such subsequent shipments/movements.

In the event that Insurers elect not to appoint the Leading Insurer's Risk Management and/or their appointed representatives to undertake surveys, attendances and/or approvals as detailed in Sections (A) and (B) of the survey/shipping warranty and/or the Leading Insurer's Risk Management and/or their appointed representatives do not undertake surveys, attendances and/or approvals as detailed above, the rights of the Insured under this Policy shall not be prejudiced provided always that the Insured has given the required 10 days prior notice.

However, notwithstanding anything contained herein to the contrary, it is the duty of the Insured and/or their servants and/or their agents to ensure that all items are properly and adequately packed to withstand the rigours of the intended voyage.

Insurers shall be entitled to receive any advices, reports or recommendations from the Leading Insurer's Risk Management and/or their appointed representatives. It is further agreed that any survey fees shall be for the Insured's account or as may be agreed by Insurers.

- 3.2 In view of above survey warranty, it is therefore vital that the parties involved with the shipments should maintain contact with Liberty for Critical Items requiring surveys.
- 3.3 Based on the information supplied as per above, the Liberty Risk Managers will at their discretion, select and appoint surveyors to inspect suitability of packaging, lifting and lashing arrangements, shipping arrangement, conveyance suitability, stowage and securing matters etc. at all points of cargo handling, such as loading on conveyance at manufacturers site, inland port, ocean port, point of transshipment/s, temporary storage, destination etc. (See scope of work below for guidance)



4.0 Critical Items Survey Procedures

- 4.1 To help you comply with the policy warranty in a practical manner, we recommend the following actions:
- 4.2 A Critical Item list to be issued and kept updated and shared with Liberty. This list includes but is not limited to:
 - Supplier name and contact details
 - Shipment name / description of goods
 - Estimated shipment date from origin
 - Invoice value of shipment
 - Principal dimensions
 - Gross / net weight
 - Method of packaging
 - Place / country of origin
 - Shipment method
 - Lead replacement time of the cargo (including delivery to site)
- 4.3 The suppliers of Critical Items shall be advised by you in writing that the attendance of a Warranty Surveyor will be required at all stages of transport and that the surveyor/risk manager will be charged with vetting and approving the packing and shipping arrangements.
- 4.4 In case of shipment by barge or vessel, the respective carriers/operators to be advised by their Principals (Contractor, Forwarder, Supplier as the case may be) that surveyor's attendance on board will be required and all recommendations to be complied with.
- 4.5 In case of shipment by barge or vessel, the respective carriers/operators to be advised by their Principals that they are required to inform Liberty of any deviation of voyage, transshipments, loading/unloading, shifting of cargo etc., in order to arrange supervision upon cargo-handling.
- 4.6 At least 10 working days in advance of shipment of any Critical Item, a detailed schedule (as per Annexure A) is to be submitted to Liberty by your broker.
- 4.7 Upon receipt of information, Liberty will contact the relevant parties and assess the transportation risk. If deemed necessary, Liberty may appoint a surveyor to attend the cargo-handling and securing operations to oversee and verify compliance with applicable standards and to report findings and recommendations
- 4.8 Critical Items may or may not be subject to a survey to be decided at the discretion of Liberty, after having collated and considered the relevant information. If no survey is required, Liberty will notify all parties concerned.

5.0 Liberty scope of work

To provide you with an idea of the scope of a survey, the following work may be involved but it is not limited to:

- 5.1 At manufacturer/supplier's facility:
 - 5.1.1 Condition survey of goods
 - 5.1.2 Packing survey/supervision
 - 5.1.3 Inspection of all lifting gears
 - 5.1.4 Load-out survey/supervision



- 5.2 At load port:
 - 5.2.1 Survey of port's facilities/infrastructure to receive goods
 - 5.2.2 Inspection of all lifting gears
 - 5.2.3 Pre-loading survey
 - 5.2.4 Suitability of nominated vessel/carrier
 - 5.2.5 Handling, load, stow and lashing on board vessel/carrier
- 5.3 At transshipment/discharge port:
 - 5.3.1 Pre-discharge survey on board vessel/carrier
 - 5.3.2 Inspection of all lifting gears
 - 5.3.3 Discharge survey/supervision
 - 5.3.4 Inland transit survey/supervision; including handling, lashing and securing onto inland vehicles
 - 5.3.5 All of para. 5.2 above, if transshipment
- 5.4 At project site:
 - 5.4.1 Inspection of all lifting gears
 - 5.4.2 Unloading survey/supervision

6.0 Roles and responsibilities

- 6.1 This section sets out the roles and responsibilities of the insured and Liberty. In order to comply with the Survey Warranty Clause, the Insured shall:
 - 6.1.1 Notify in writing to the main EPC and its appointed logistics providers of Liberty's involvement and that of the appointed surveyors
 - 6.1.2 Ensure the EPC contractor officially informs all their vendors, logistics providers, carriers and subcontractors as to Liberty's involvement. In the case of attending on board operation, EPC contractor to inform the carrier and obtain permission to allow Liberty's surveyor and Liberty to go on board
 - 6.1.3 Ensure the EPC contractor provides an update list of Critical Items, where required
 - 6.1.4 Ensure the EPC Contractor and its logistics contractors provide 10 days pre-shipment advice to Liberty
- 6.2 Liberty shall:
 - 6.2.1 Closely liaise with the broker and its appointed vendors, logistics providers and subcontractors where contacts have been earlier given, to ensure efficient coordination and timely performance of the survey
 - 6.2.2 Appoint surveyors to conduct survey for the Critical Items
 - 6.2.3 Where necessary, provide contacts of appointed surveyors
 - 6.2.4 Where no survey is needed, notify that in writing to appropriate parties



ANNEXURE A

Notification of shipment of critical items

To: MK Cheah - Liberty

Email: mk.cheah@libertymutual.com

CC: Hanghei D'Aversa - Liberty

Email: hanghei.daversa@libertymutual.com

Date:

Pages:

Subject:

Critical item description

Name of vessel/flight/trailer no.

Load port

Discharge port

Transshipment port (if any)

Estimated date of packing

Estimated date of loading

Estimated date of discharge

Estimated date of transshipment (if any)

Eta site

Number of packages

Type of packing (skid/crate/saddles/frame/container)

Gross weight of heaviest piece

Dimensions

Lead time (replacement time)

Estimated value

Break bulk shipment or containerized shipment

Supplier details and contact person

Supplier's tel/fax/email contacts

Contractor details and contact person

Contractor's tel, fax and email contacts

Freight forwarder details and contact person

Freight forwarder tel, fax, and email contacts

Remarks (if any)

Please attach supporting documentation where necessary, comprising:

Packing lists

Handling/lifting diagrams

Transportation method statements



Privacy Notice

Liberty (**Liberty**) is Liberty means Liberty Mutual Insurance Company, Australia Branch (ABN 61 086 083 605) incorporated in Massachusetts, USA (the liability of members is limited) (**Liberty Australia**); Liberty International Insurance Limited (UBI 03967394) (**Liberty Hong Kong**); Liberty Pte Limited (UEN 201538069C) (**Liberty Singapore**). Liberty is part of the Liberty Mutual Group headquartered in the United States.

We collect personal information to provide insurance products and services, manage claims and support related business operations. This may include information collected from insurance brokers, intermediaries, or directly from you. If you do not provide the personal information requested, we may be unable to offer the appropriate type or level of service.

If you provide **Liberty** with personal or sensitive information about another individual, you must ensure they are aware of this notice and have consented to the disclosure. If you have not done so, please inform **Liberty** before sharing their data.

Your personal information may be disclosed to Liberty's related entities, reinsurers, insurance intermediaries, loss adjusters, legal and professional advisors and other service providers. We may also store your information with third party cloud or electronic storage providers.

Some recipients may be located overseas in the United States, Canada, United Kingdom, European Union, India, China, Australia, Hong Kong, Singapore and Malaysia. Where reasonably necessary, your information may be transferred to countries without comparable data protection laws to deliver the services you request. By engaging with **Liberty**, you consent to these cross-border transfers unless you notify us otherwise in writing.

We are committed to protecting your privacy and ensuring transparency in how we use your personal information. As part of this commitment, we confirm **Liberty** does not currently use automated decision-making (**ADM**).

You may access or seek correction of your personal information, make a privacy complaint, or raise any queries by contacting **Liberty's** Privacy Officer: privacy.officer.ap@libertymutual.com. If you require a physical mailing address, please contact the Privacy Officer via email.

To view the relevant privacy policy for your jurisdiction, visit: [Australia Privacy Policy](#), [Hong Kong Privacy Policy](#), [Singapore Privacy Policy](#), [Malaysia Privacy Policy](#)

Notis Privasi

Liberty bermaksud Liberty Mutual Insurance Company, Cawangan Australia (ABN 61 086 083 605) yang diperbadankan di Massachusetts, Amerika Syarikat (liabiliti ahli adalah terhad) (**Liberty Australia**); Liberty International Insurance Limited (UBI 03967394) (**Liberty Hong Kong**); Liberty Pte Limited (UEN 201538069C) (**Liberty Singapore**); dengan cawangan di Labuan (No. Syarikat LF12903), sebelum ini Liberty Specialty Markets Singapore Pte Ltd, Cawangan Labuan (**Liberty Malaysia**). Liberty ialah sebahagian daripada Liberty Mutual Group yang beribu pejabat di Amerika Syarikat.

Kami mengumpulkan maklumat peribadi untuk menyediakan produk dan perkhidmatan insurans, mengendalikan tuntutan dan menyokong operasi perniagaan yang berkaitan. Hal ini boleh termasuk maklumat yang dikumpulkan daripada broker insurans, pihak pengantara, atau terus daripada anda. Jika anda tidak memberikan maklumat peribadi yang diminta, kami mungkin tidak dapat menawarkan jenis atau tahap perkhidmatan yang sewajarnya.

Jika anda memberi **Liberty** maklumat peribadi atau sensitif tentang individu lain, anda mestilah memastikan bahawa mereka tahu tentang notis ini dan telah bersetuju dengan pendedahan ini. Jika anda belum berbuat yang demikian, sila maklumkan **Liberty** sebelum berkongsi data mereka.

Maklumat peribadi anda mungkin didedahkan kepada entiti yang berkaitan dengan, penginsurans semula, pengantara insurans, pelaras kerugian, penasihat undang-undang dan profesional **Liberty** dan penyedia perkhidmatan **Liberty** yang lain. Kami mungkin menyimpan maklumat anda dengan penyedia storan awan atau elektronik pihak ketiga.

Sesetengah penerima mungkin bertempat di luar negara, di Amerika Syarikat, Kanada, United Kingdom, Kesatuan Eropah, India, China, Australia, Hong Kong, Singapura dan Malaysia. Sekiranya diperlukan secara munasabah untuk menyampaikan perkhidmatan yang anda minta, maklumat anda boleh dipindahkan ke negara yang tidak mempunyai undang-undang perlindungan data yang setara. Dengan melantik **Liberty**, anda bersetuju dengan pemindahan rentas sempadan ini melainkan anda memaklumkan kami secara bertulis bahawa anda tidak bersetuju.

Kami komited untuk melindungi privasi anda dan memastikan ketelusan tentang cara kami menggunakan maklumat peribadi anda. Sebagai sebahagian daripada komitmen ini, kami mengesahkan bahawa **Liberty** pada masa ini tidak menggunakan kaedah pembuatan keputusan secara automatik (automated decision making, **ADM**).

Anda boleh mengakses atau meminta supaya pembetulan dibuat kepada maklumat peribadi anda, membuat aduan privasi, atau mengajukan sebarang pertanyaan dengan menghubungi Pegawai Privasi Liberty: privacy.officer.ap@libertymutual.com. Jika anda memerlukan alamat pos fizikal, sila hubungi Pegawai Privasi berkenaan melalui e-mel.

Untuk melihat dasar privasi yang berkaitan dengan bidang kuasa anda, sila layari:

- Dasar Privasi Australia
- Dasar Privasi Hong Kong
- Dasar Privasi Singapura
- Dasar Privasi Malaysia



We're part of the global Liberty Mutual Group, a Fortune 100 company that's been in business since 1912 with a Standard and Poor's 'A' rating

Global reach. Financial strength. Local authority.

Distinct, complex and constantly evolving – every business is as unique as their insurance needs. To confidently progress in the face of risk and uncertainty requires a level of security you can only achieve through working with specialists.

Liberty offers a breadth of world-class insurance and reinsurance services to brokers and insured clients. We bring value and solutions to business and government organisations across Asia Pacific – helping protect what they earn, build and own.