JUPITER PRIME

Consulting • Training • Advisory

جوبيتر برايم للاستشارات والتدريب

COURSE BROCHURE

Offshore and Marine Inspection Report Writing Training Course

9 – 13 May 2027
Amman

jupiterprime.uk

info@jupiterprime.uk

Registered in the United Kingdom and Saudi Arabia

Offshore and Marine Inspection Report Writing Training Course

Ref: 2940_111633 **Date:** 9 – 13 May 2027 **Location:** Amman **Fees:** 4200 GBP

Offshore and Marine Inspection Report Writing is a 1-week training course for engineers, marine officers and inspectors who record the condition of vessels and offshore installations, in which each participant produces a revised offshore inspection report. Owners, charterers and asset integrity teams now act on inspection findings faster than ever, so a vague or poorly evidenced report delays repairs and weakens safety cases. Jupiter Prime Training delivers this Offshore and Marine Inspection Report Writing course.

Why Offshore and Marine Inspection Report Writing Matters Now

Three pressures shape inspection reporting at sea today. Ageing hulls, risers and topsides structures generate more findings that must be ranked and tracked. Drone surveys produce large volumes of photographs and readings to turn into evidence. Insurers, class surveyors and onshore integrity engineers read the same report for different purposes. A well-built report lets a superintendent approve a repair from a single page; a weak one triggers repeat visits, disputed findings and deferred work on equipment that is already degrading.

Who Gains Most from Offshore and Marine Inspection Report Writing

- Inspectors responsible for recording hull, deck, structural and pressure equipment condition during surveys
- Marine officers who report defects, near misses and machinery condition from vessels to shore
- Integrity engineers who compile anomaly reports and recommend repair or monitoring actions
- Offshore supervisors who sign off incident and damage reports before they reach the asset owner

Inspection crews from one installation or fleet gain most when several members attend together and agree one reporting style.

Offshore and Marine Inspection Report Writing Capabilities

Participants turn field observations, readings and photographs into findings an onshore reader can act on.

- Structure an inspection report so the condition summary leads and supporting evidence follows — superintendents approving repairs
- Distinguish an observation, a finding and a recommendation in every entry — integrity engineers ranking anomalies
- Present thickness readings, defect locations and photographs in labelled tables and figures — class and insurer reviewers
- Write severity ratings and repair priorities that match the evidence recorded — maintenance planners
- Edit draft text into plain technical English with consistent terminology — multinational crews and contractors
- Check a report against its scope, inspection plan and previous survey — asset owners tracking degradation

Key Offshore and Marine Inspection Report Writing Terms

- Finding — a recorded deviation from expected condition, supported by measurement or photograph.
- Anomaly — a condition outside acceptance limits that needs evaluation, repair or monitoring before the next inspection.
- Executive condition summary — the opening section stating overall condition, critical findings and required actions.
- Evidence log — a numbered register linking each photograph or reading to its finding.
- Severity rating — a graded scale showing how urgently a finding must be addressed to protect people or the asset.
- Close-out record — the entry confirming that a recommended action was completed and verified on site.

Offshore and Marine Inspection Report Writing Day by Day

Day 1: Readers, Purposes and Report Types

- Inspection, Survey, Incident and Engineering Reports — Choosing the Right Report Type
- Reader Mapping for Superintendents, Class and Insurers — What Each Reader Needs First
- Scope Statements and Inspection Plans — Defining What the Report Covers
- Previous Survey Comparison — Showing Change in Condition Over Time
- Common Report Failures in Offshore Files — Avoiding Repeat Visits and Disputes

Day 2: Building the Report Structure

- Executive Condition Summary — Leading With Overall Condition and Critical Actions
- Location Referencing by Frame, Deck and Module — Pinpointing Every Defect
- Observation, Finding and Recommendation Separation — Keeping Fact Apart From Judgement
- Appendix Planning for Readings and Certificates — Keeping the Body Readable
- Report Templates for Vessels and Installations — Standardising Crew Reporting

Day 3: Evidence, Figures and Tables

- Evidence Logs and Photograph Numbering — Tracing Each Finding to Proof
- Thickness Reading Tables — Presenting Wastage Against Acceptance Limits
- Annotated Photographs and Sketches — Showing Defect Extent Clearly
- Drone and Remote Survey Imagery — Selecting Images That Support Findings
- Incident Timelines and Sequence Charts — Reconstructing Events Without Blame

Day 4: Findings, Ratings and Plain Technical English

- Severity Rating Scales — Matching Repair Priority to Recorded Evidence
- Recommendation Wording — Stating Action, Owner and Timescale Precisely
- Plain Technical English Editing — Shortening Sentences for Multinational Crews
- Controlled Terminology Lists — Keeping Defect Names Consistent Across Reports
- Peer Checking and Sign-Off — Catching Gaps Before the Owner Reads

Day 5: Practising the Revised Offshore Inspection Report

- Restructuring a Weak Field Report — Applying the Condition Summary Layout
- Rebuilding the Evidence Log and Tables — Linking Readings to Findings
- Rewriting Findings and Ratings — Applying Plain English and Severity Scales
- Close-Out Records and Follow-Up Actions — Tracking Recommendations to Completion
- Revised Offshore Inspection Report — Completing and Presenting the Final Version

Applying Offshore and Marine Inspection Report Writing After the Course

- Revise the crew's report template so each entry separates observation, finding and recommendation.
- Introduce a controlled defect terminology list and severity scale for the next survey campaign.

Offshore and Marine Inspection Report Writing Questions FAQ

What is offshore and marine inspection report writing and why does it matter now?

It is the practice of turning inspection, survey and incident observations into structured, evidenced reports. It matters now because ageing assets and remote surveys create more findings, and onshore readers need to act on them quickly and confidently.

Which roles gain most from offshore and marine inspection report writing?

Inspectors, marine officers, integrity engineers and offshore supervisors gain most. Their reports decide whether a repair is approved, deferred or questioned.

How does offshore and marine inspection report writing differ from general technical writing?

It focuses on condition evidence, defect locations, severity ratings and close-out records for vessels and installations. General engineering writing courses cover proposals and design documents instead.

What do you bring back from offshore and marine inspection report writing?

You bring back a revised offshore inspection report built from your own field material, ready for your team to reuse as a model.

Offshore and Marine Inspection Report Writing: The Way Forward

The revised offshore inspection report becomes the reference for how the crew records condition. Its first use is deciding which anomalies go into the next maintenance window, read by superintendents, planners and integrity engineers. After the first survey campaign, revisit the severity scale and evidence log to check that ratings matched what repairs actually found.