



## **GUIDANCE NOTES FOR REPAIRERS INVOICES SUBJECT TO ASSESSMENT FOR INSURANCE**

The following information is provided to assist a repairer in the preparation of an invoice, which may be subject to assessment for an insurance claim.

The basis of an insurance assessment is to determine **THE COST TO RETURN A VESSEL OR ITS INSTALLED EQUIPMENT TO ITS PRE-INCIDENT CONDITION WITHOUT BETTERMENT.**

In order that the assessment can be performed accurately, a clear breakdown of costs should be provided on your invoice.

A summary is provided below:

- **A description of works or services carried out;**
- **Itemised list of components supplied, and their cost;**
- **Details of sublets or sub contracted work, and the associated costs;**
- **Number of hours labour expended, and hourly rates;**
- **Any labour penalty rates applied (Overtime);**
- **Any other associated costs (craneage, transport, lifting and hardstand, travel, accommodation, meals etc.)**

Preparation of the invoice in this manner, will allow efficient and fast assessment of the claim. This will reduce queries relating to items contained within the invoice and expedite settlement.

**INVOICES SHOULD BE MADE OUT TO AND FORWARDED TO THE OWNER. IT IS THE RESPONSIBILITY OF THE OWNER, TO SETTLE THE ACCOUNT WITHIN YOUR PRESCRIBED TERMS OF PAYMENT.**

**THE CONTRACT OF REPAIR IS ALWAYS BETWEEN YOURSELVES AND THE OWNER. THE INSURANCE UNDERWRITER HAS NO CONTRACTUAL LINKS TO THE REPAIR CONTRACTOR.**

Settlement of a claim by an insurance Underwriter will be made directly to the party insured in the policy, unless alternative arrangements are made and agreed by the Underwriter.

If you have any further queries please contact our office on the telephone number listed below.

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*THIS INFORMATION IS PROVIDED FOR GUIDANCE ONLY BY MARITIME ENGINEERS PTY LTD*

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