



PROCEDURE FOR APPROVAL OR ACCEPTANCE OF SERVICE SUPPLIERS

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AMENDMENT RECORD

Version N°	Date of modifications entry into force	Amended Pages	Relation between amended Paragraph.



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1. Objectives.

The purpose of this Procedure is to establish the requirements for the approval or acceptance of service suppliers that provide services whose results are used by the attending Surveyors to make decisions that affect the classification or statutory certification and services.

2. Application.

- .1 This procedure applies to the approval or acceptance of the following service suppliers providing statutory services:
 - .1 Firms engaged in servicing inflatable liferafts, inflatable lifejackets, hydrostatic release units, marine evacuation systems.
 - .2 Firms engaged in inspections and testing of radio communication equipment.
 - .3 Firms engaged in inspections and maintenance of self-contained breathing apparatus.
 - .4 Firms engaged in annual performance testing of Voyage Data Recorders (VDR) and simplified Voyage Data Recorders (S-VDR).
 - .5 Firms engaged in sound pressure level measurements of public address and general alarm systems on board ships.
 - .6 Firms engaged in inspections of low location lighting systems using photo luminescent materials and evacuation guidance systems used as an alternative to low-location lighting systems.
 - .7 Firms engaged in maintenance, thorough examination, operational testing, overhaul and repair of lifeboats and rescue boats, launching appliances and release gear.
 - .8 Firms engaged in inspection, performance testing and maintenance of Automatic Identification Systems (AIS).
 - .9 Firms engaged in Commissioning Testing of Ballast Water Management System (BWMS).
- .2 This procedure applies to the approval or acceptance of the following service suppliers providing classification and/or statutory services:
 - .1 Firms engaged in thickness measurements on ships or mobile offshore units except: Non-ESP ships less than 500 gross tonnage and all fishing vessels.
 - .2 Firms carrying out an in-water survey on ships and mobile offshore units by diver or Remotely Operated Vehicle (ROV).
 - .3 Firms engaged in inspections and maintenance of fire extinguishing equipment and systems.
 - .4 Firms engaged in tightness testing of closing appliances such as hatches, doors etc. with ultrasonic equipment.
 - .5 Firms engaged in measurements of noise level on board ships.
 - .6 Firms engaged in examination of Ro-Ro ship's bow, stern, side and inner doors.
 - .7 Firms engaged in testing of coating systems.
 - .8 Firms engaged in survey using Remote Inspection Techniques (RIT) as an alternative means for Close-up Survey of the structure of ships and mobile offshore units.
- .3 The approval of the service suppliers defined in 2.1 and 2.2 shall be carried out in accordance with the provisions of Section 7. To carry out this approval, the specific detailed requirements for the various categories of suppliers given in Annex 1 of most current version of the IACS UR Z17 shall be followed. National and/or international requirements may give additional requirements. References to such national and/or international requirements are given in Annex 1.



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- .4 The acceptance of the service suppliers defined in 2.1 and 2.2 shall be carried out in accordance with the provisions of Section 8.
- .5 All service suppliers approved or accepted by the Marine Division shall be included in the database for Approved and Accepted Service Suppliers (hereinafter, AASS-Database) specified in Section 9.
- .6 Although a service supplier has been approved or accepted by the Marine Division, the attending Surveyor shall verify the performance of such service before making decisions that affect the statutory certification and service.
- .7 It needs to be emphasized that, in the context of the language of this Procedure, the word "shall" when used, mean that the relevant provision is mandatory.
- .8 This Procedure shall enter into force on **01 July 2023**.

3. Scope.

- .1 This Procedure shall be applied by the Marine Division to carry out the approval or acceptance of the services suppliers defined in 2.1 and 2.2.
- .2 This Procedure shall be applied by the attending Surveyors in making decisions that affect statutory certification and service, such as: Load Line (ILL), Safety Construction (CSSC), Safety Equipment (CSSE), Safety Radio (CSSR), and Class Certificates.

4. Relevant documentation.

- .1 The following documentation is relevant for the control of the Procedure:
 - .1 ICS Class Quality Management System (QMS).
 - .2 IMO Code for Recognized Organizations (RO Code), Section 5.9.
 - .3 ICS PO02-P01- Procedure for Technical Supervision of Ships in Service.
 - .4 IACS UR Z17- Procedural Requirements for Service Suppliers, July 2022.
- .2 Under permission granted by IACS Procedure, Volume 1: General Procedures, D3.6, Term and Conditions for use the IACS Resolutions, URs, CSR and Technical Information by the Classification Societies which are not members of IACS, the UR Z17 has been used in this Procedure as reference for providing technical requirements.

5. Responsibilities.

- .1 The Marine Division is responsible for approving or accepting of services suppliers in accordance with the requirements of this Procedure.
- .2 The Marine Division is responsible for maintaining the AASS-Data Base duly updated and available for use.
- .3 The attending Surveyors during the provision of classification and statutory certification of ships are responsible for using service suppliers approved or accepted by the Marine Division in accordance with the requirements of this Procedure.
- .4 The attending Surveyors during the provision of classification and statutory certification of ships are responsible for following the instructions regarding the services provided by the service suppliers approved or accepted by the Marine Division.
- .5 The attending Surveyors during the provision of classification and statutory certification of ships are responsible for ensuring compliance with the requirements of this Procedure, as applicable.



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6. Terms and definitions.

- .1 **Service Supplier:** A person or company, not employed by ICS Class, who at the request of an equipment manufacturer, shipyard, vessel's owner or other client acts in connection with inspection work and provides services for a ship or a mobile offshore drilling unit such as measurements, tests or maintenance of safety systems and equipment, the results of which are used by attending Surveyors in making decisions affecting classification or statutory certification and services.
- .2 **Manufacturer:** A company that manufactures equipment required to be periodically serviced and/or maintained.
- .3 **Agent:** A Person or Company authorized to act for or to represent a Manufacturer or approved/recognized service supplier.
- .4 **Subsidiary:** A Company partly or wholly owned by a Manufacturer or approved/recognized service supplier.
- .5 **Subcontractor:** A Person or Company providing services to a Manufacturer or approved/recognized service supplier, with a formal contract defining the assumption of the obligations of the service supplier.

7. Approval and certification of services suppliers.

7.1 Submission of documents.

- .1 The following documents shall be submitted to the Marine Division for review. The general requirements relating to service suppliers are given in 7.2, and the specific requirements, as relevant, are given in Annex 1 of IACS UR Z17.
 - .1 Outline of company, e.g., organization and management structure, including subsidiaries to be included in the approval/certification.
 - .2 List of nominated agents, subsidiaries and subcontractors.
 - .3 Experience of the company in the specific service area.
 - .4 For categories of Service Suppliers that require certification from manufacturers, manufacturer's documentary evidence that the Service Supplier has been certified or licensed to service the particular makes and models of equipment for which approval is sought shall be provided.
 - .5 List of operators/technicians/inspectors documenting training and experience within the relevant service area, and qualifications according to recognized national, international or industry standards, as relevant.
 - .6 Description of equipment used for the particular service for which approval is sought.
 - .7 A guide for operators of such equipment.
 - .8 Training programmes for operators/technicians/inspectors.
 - .9 Check lists and record formats for recording results of the services referred to in Annex 1 of IACS UR Z17.
 - .10 Quality Manual and/or documented procedures covering requirements in 7.5.
 - .11 Documented procedures for communication with the crew prior to commencing work, so that it is safe to decommission the equipment being maintained, and to provide a safe system of work in place.
 - .12 Evidence of approval/acceptance by other bodies, if any.
 - .13 Information on the other activities which may present a conflict of interest.



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- .14 Record of customer claims and of corrective actions requested by certification bodies.
- .15 Operators/technicians/inspectors documentation they have acknowledged the code of conduct.

7.2 General requirements relating to service suppliers.

- .1 Extent of Approval- The supplier shall demonstrate, as required by 7.2.2 to 7.2.11, that it has the competence and control needed to perform the services for which approval is sought.
- .2 Training of personnel- The supplier is responsible for the qualification and training of its personnel to a recognized national, international or industry standard as applicable. Where such standards do not exist, the supplier is to define standards for the training and qualification of its personnel relevant to the functions each is authorized to perform. The personnel shall also have adequate experience and be familiar with the operation of any necessary equipment. Operators/technicians/inspectors shall have had a minimum of one year tutored on-the-job training. Where it is not possible to perform internal training, a program of external training may be considered as acceptable.
- .3 Supervision- The supplier shall provide supervision for all services provided. The responsible supervisor shall have had a minimum of two years of experience as an operator/ technician/inspector within the activity for which the supplier is approved. For a supplier consisting of one person, that person shall meet the requirements of a supervisor.
- .4 Personnel records- The supplier shall keep records of the approved operators/ technicians/inspectors. The record shall contain information on age, formal education, training and experience for the services for which they are approved.
- .5 Equipment and facilities- The supplier shall have the necessary equipment and facilities for the service to be supplied. A record of the equipment used shall be kept and available. The record shall contain information on maintenance and results of calibration and verifications. The Marine Division shall assess and record the validity of previous measuring results when the equipment is found not to conform to requirements. The Marine Division shall take appropriate action on the equipment affected.
- .6 Control of data- When computers are used for the acquisition, processing, recording, reporting, storage, measurement assessment and monitoring of data, the ability of computer software to satisfy the intended application shall be documented and confirmed by the service supplier. This shall be undertaken prior to initial use and reconfirmed as necessary.
Note: Commercial off-the-shelf software (e.g., word-processing, database and statistical programmes) in general use within their designed application range may be considered to be sufficiently validated and do not require any subsequent confirmation.
- .7 Where several servicing stations are owned by a given company, each station shall be assessed and approved except as specified in 7.5.3.
- .8 Procedures- The supplier shall have documented work procedures covering all services supplied.
- .9 Subcontractors – The supplier shall give information of agreements and arrangements if any parts of the services provided are subcontracted. Particular emphasis shall be given to quality management by the supplier in following-up such subcontracts. Subcontractors providing the services of the approved service supplier shall also meet the requirements of this Section 7.



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- .10 Verification- The supplier shall verify that the services provided are carried out in accordance with approved procedures.
- .11 Reporting- The report shall be prepared in a form acceptable to the Marine Division. The report shall detail the results of inspections, measurements, tests, maintenance and/or repairs carried out. Special guidelines may be given in Annex 1 of IACS UR Z17. The report shall include a copy of the Certificate of Approval.
- .12 Documented procedures and instructions shall be available for the recording of damages and defects found during inspection, servicing and repair work. This documentation shall be made available upon request.

7.3 Auditing of the supplier.

- .1 Upon reviewing the submitted documents with satisfactory result, the supplier is audited in order to ascertain that the supplier is duly organized and managed in accordance with the submitted documents, and that it is considered capable of conducting the services for which approval/certification is sought.

7.4 Supplier already certified by other Society.

- .1 At initial audits, when the service supplier is already certified by other certified Society according to the provisions of IACS UR Z17, this may be verified through documentary review that a practical demonstration has already been carried out.
- .2 At renewal audits, verification by documentary review of jobs undertaken since the previous audit and that have been accepted by a certified Society according to the provisions of IACS UR Z17, is acceptable and is sufficient to satisfy this requirement.

7.5 Quality System.

- .1 The supplier shall have a documented system covering at least the following:
 - .1 code of conduct for the relevant activity.
 - .2 maintenance and calibration of equipment.
 - .3 training programmes for operators/technicians/inspectors.
 - .4 supervision and verification to ensure compliance with operational procedures.
 - .5 recording and reporting of information.
 - .6 quality management of subsidiaries, agents and subcontractors.
 - .7 job preparation.
 - .8 periodic review of work process procedures, complaints, corrective actions, and issuance, maintenance and control of documents.
- .2 A documented Quality System complying with the most current version of ISO 9000 series and including the above items, would be considered acceptable.
- .3 If a manufacturer of equipment (and/or its service supplier) applies to the Marine Division for inclusion of its nominated agents and/or subsidiaries (excluding any subcontractor), in the approval, then it must have implemented a quality system certified in accordance with the most current version of ISO 9000 series. The quality system must contain effective controls of the manufacturer's (and/ or service supplier's) agents and/or subsidiaries. The nominated agents/subsidiaries must also have in place an equally effective quality system complying with the most current version of ISO 9000 series. Such approvals shall be based upon an evaluation of the quality system implemented by the parent company against the most current version of ISO 9000 series. The Marine Division may require follow-up audits on



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such agents or subsidiaries against the most current version of ISO 9000 series to confirm adherence to this quality system.

7.6 Service suppliers relations with the equipment Manufacturer.

- .1 A company which works as a service station for manufacturer(s) of equipment (and as a service supplier in this field), shall be assessed by the manufacturer(s) and nominated as their agent. The manufacturer shall ensure that appropriate instruction manuals, material etc. are available for the agent as well as proper training of the agent's technicians. Such suppliers shall be approved either on a case-by-case basis, or in accordance with 7.5.3.

7.7 Certification.

- .1 Upon satisfactory completion of both the audit of the supplier and the demonstration test, as applicable, the Marine Division will issue a Certificate of Approval stating that the supplier's service operation system has been found to be satisfactory and that the results of services performed in accordance with that system may be accepted and utilized by the attending Surveyors in making decisions affecting classification or statutory certification, as relevant. The Certificate of Approval shall clearly state the type and scope of services and any limitations or restrictions imposed including type of equipment and/or names of Manufacturers of equipment where this is a limiting restraint. The supplier shall also be included in the AASS-Data Base.
- .2 Renewal or endorsement of the Certificate of Approval shall be made at intervals not exceeding five (5) years by verification through audits that approved conditions are maintained or, where applicable, on expiry of the supplier's approval received from an equipment Manufacturer, whichever comes first. In the latter case, the Marine Division shall be informed in due course by the service supplier.
- .3 Notwithstanding 7.7.2, the Marine Division may require renewal or endorsement of the Certificate of Approval at intervals shorter than five (5) years and may require intermediate audits. For firms engaged in thickness measurements, renewal/endorsement of the Certificate shall be made at intervals not exceeding 3 years by verification that original conditions are maintained.

7.8 Information regarding alterations to the Certified Service Operating System.

- .1 When any alteration to the certified service operating system of the supplier is made, such alteration shall be immediately informed to the Marine Division. Re-audit may be required when deemed necessary by the Marine Division.

7.9 Cancellation of approval.

- .1 The Marine Division reserves the right to cancel the Certificate of Approval and to inform the other Societies and the flag Administrations concerned accordingly.
- .2 Approval may be cancelled in the following cases:
 - .1 Where the service was improperly carried out or the results were improperly reported.
 - .2 Where an attending Surveyor finds deficiencies in the approval service operating system of the supplier and appropriate corrective action is not taken.
 - .3 Where alterations have been made to the Company's Quality System relevant to the service supplier certificates, without written notification to the Marine Division.
 - .4 Where the intermediate audit, if requested as per 7.7.3, has not been carried out.



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- .5 Where willful acts or omissions are ascertained.
- .6 Where any deliberate misrepresentation has been made by the Service Supplier
- .3 A supplier whose approval was cancelled, may apply for re-approval provided it has corrected the non-conformities which resulted in cancellation, and the Marine Division is able to confirm it has effectively implemented the corrective action.
- .4 Expiration or cancellation of the supplier's parent company approval automatically invalidates approval of all agents and subsidiaries if these are certified according to 7.5.3.

7.10 Existing approvals.

- .1 Approvals for the categories of service suppliers granted before the date of implementation of this Procedure may remain valid as stated in the respective certificates for a period up to but not exceeding three (3) years. Renewals of such certificates shall be carried out in accordance with the requirements of this Procedure.

8. Acceptance and certification of services suppliers.

- .1 For the services defined in 2.1 and 2.2, the Marine Division may accept services suppliers approved by:
 - .1 the flag Administration itself through a Certificate of Approval or other official documents issued by the flag Administration such as Resolutions, Circulars, etc.;
 - .2 an IACS member authorized to act on behalf of the flag State Administration through a Certificate of Approval issued by such member; and
 - .3 other organizations those are acceptable to the flag State Administration (e.g., other governments, etc.) through a Certificate of Approval or other official documents issued by such government.
- .2 Based on a valid Certificate of Approval issued by the flag Administration itself; an IACS member authorized by the flag Administration; or other organization that is accepted by the flag Administration; a Statement of Acceptance for Services Suppliers will be issued by the Marine Division with the same validity of the Certificate of Approval on which is based.
- .3 The Statement of Acceptance issued by the Marine Division will remain valid while the Certificate of Approval on which is based remains valid.
- .4 Prior to the issuance of the Statement of Acceptance, the Certificate of Approval issued by the IACS member authorized to act on behalf of the flag State Administration shall be subject to a specific verification for the authenticity and validity through the official website of the certification body (IACS member). The following information shall be verified from the Certificate of Approval:
 - .1 Company name;
 - .2 Company address;
 - .3 Certificate of Approval Number;
 - .4 Description of Service which is duly approved to conduct; and
 - .5 The expiration date of the Certificate of Approval.
- .5 The verification of the Certificate of Approval shall be reflected with three (3) documents into the AASS-Data Base where shall exist the following files:
 - .1 The Certificate of Approval issued by the IACS member;
 - .2 The Statement of Acceptance issued by the Marine Division; and
 - .3 The verification via web that shall be identified with the notation "web confirmation".



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- .6 The validity of the Certificates of Approval issued by IACS members shall also be verified by the attending Surveyor during the provision of classification and statutory certification of the ship. If during this process, the attending surveyor finds that the Certificate of Approval has been cancelled by the certification body for any reason, then the services of this firm shall not be used and a notification shall be sent to the Marine Division for the cancellation of the Statement of Acceptance and removal of this firm from the AASS Database.
- .7 In addition, the validity of the Certificates of Approval issued by IACS members shall also be verified by the technical personnel of the Marine Division during the technical review of all approved or accepted service suppliers used on each survey in accordance with the Procedure PO02-P04 for full-term certification.

9. AASS-Data Base.

- .1 All service suppliers approved or accepted shall be included in the AASS-Database that is available for all user through ICS Class website: <http://icsclass.org/our-service/aass/>
- .2 The AASS-Database comprises the following three excel files:
 - .1 List of Approved-Accepted Service Suppliers by IACS members.
 - .2 List of Approved-Accepted Service Suppliers by Governments.
 - .3 List of Approved Service Suppliers by ICS Class.
- .3 The information will display the approved or accepted service suppliers by each region, where the user shall select the region where the supplier has the home base location.

10. Maintenance and control of approved or accepted service suppliers.

- .1 The administration and management of the AASS- Database shall be strictly carried out by the Marine Division, only.
- .2 The Certificate of Approval will be submitted to the Marine Division either by shipowners, managers, ship personnel, attending Surveyors or the services supplier itself.
- .3 Once the information is received by the Marine Division, the technical personnel of this Division shall proceed to review the Certificate of Approval presented in accordance with the provisions set out in 8.4.
- .4 The validity of all approved or accepted service suppliers in the AASS-Database shall be verified on monthly basis. The date for the last revision shall be input in each of the excel files detailed on 9.2.
- .5 When a Certificate of Approval has expired; the information of this service supplier will remain in the AASS-Database with the notation of "Overdue" and marked with red color. This will help for future references that a Firm was approved at the moment when it was selected.
- .6 The excel files for the AASS-Database will be protected with a security code. All users will be able to open and see all the information contained but only the Marine Division will be able to modify the excels files.

11. Follow-up and measurement of the results.

- .1 The results of applying this Procedure are monitored, measured, analyzed and evaluated by the Marine Division by verifying the performance and results of the following activities:
 - .1 The approval or acceptance of the services suppliers.
 - .2 The administration and management of the AASS- Database.
 - .3 The maintenance and control of approved or accepted Service Supplier.



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12. Follow-up and measurement resources.

- .1 The results of applying this Procedure are monitored, measured, analyzed and evaluated by the technical personnel of the Marine Division with due competence and authorization for this purpose.
- .2 The results of the monitoring, measurement, analysis and evaluation of the activities regulated in this Procedure, which are carried out by the technical personnel of the Marine Division, are verified, validated, approved and released by the Principal Surveyor by signing the Certificate of Approval or Statement of Acceptance for Services Suppliers issued by such Division, as applicable.

13. Applicable Forms.

- .1 Audit Plan for approval services suppliers.
- .2 Checklist for approval services suppliers.
- .3 Audit Report for approval services suppliers.
- .4 Non-Conformity Report.
- .5 Certificate of Approval for Service Suppliers.
- .6 Statement of Acceptance for Services Suppliers.

Note: Based on the provisions of this Procedure and taking into account the requirements specified in Annex 1 of the most current version of the IACS UR Z17 at the time of requesting approval from a service supplier, the applicable forms No.1 to 5 above will be developed by the technical personnel of the Marine Division on a case-by-case basis specifically for each request of approval and for each type of service provider (Firms) as defined in 2.1 and 2.2.

14. Documented information revoked.

- .1 I-CI-24(I)- Instructive Requirements for Services Suppliers.
- .2 PO03-P01- Procedure for Approved or Accepted Services Providers, Version 02 (04-2018).

15. Records.

- .1 PO03-P01/R1- AASS-Database.