



PROCEDURE FOR TECHNICAL SUPERVISION OF SHIPS IN SERVICE

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CONTROL OF DOCUMENT MODIFICATIONS

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



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1. Objectives.

- .1 The purpose of this Procedure is to provide guidance and survey requirements to carry out the technical supervision, classification and statutory certification of ships in service, in accordance with the Classification Rules, the International Conventions and Codes, and the national regulations of the flag States.

2. Application.

- .1 This Procedure is applied to the following ships:
 - .1 Ships in service.
 - .2 Ships falling under the provisions of the following Rules and international instruments:
 - .1 ICS Class-Rules for the Classification and Construction of Ships;
 - .2 International Convention for the Safety of Life at Sea, 1974 (SOLAS 74), as modified by the Protocol of 1988 relating thereto, as amended (SOLAS 74/88);
 - .3 International Convention on Load Lines, 1966 (LLC 66), as modified by the Protocol of 1988 relating thereto, as amended (LLC 66/88);
 - .4 International Convention for the Prevention of Pollution from Ships, 1973, as modified by the Protocol of 1978 relating thereto, and as further amended by the Protocol of 1997, as amended (MARPOL);
 - .5 International Convention for the Control and Management of Ships' Ballast Water and Sediments, 2004, as amended (BWM Convention);
 - .6 International Code for the Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk, as amended (IBC Code);
 - .7 International Code for the Construction and Equipment of Ships Carrying Liquefied Gases in Bulk, as amended (IGC Code);
 - .8 Code for the Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk, as amended (BCH Code);
 - .9 Code for the Construction and Equipment of Mobile Offshore Drilling Units (MODU Code);
 - .10 Code of Safety for Caribbean Cargo Ships of less than 500 gross tonnage;
 - .11 International Convention on Tonnage Measurement of Ships, 1969, as amended (TONNAGE 1969);
 - .12 International Convention on the Control of Harmful Anti-fouling Systems on Ships, 2001 (AFS 2001); and
 - .13 Hong Kong International Convention for the Safe and Environmentally Sound Recycling of Ships, 2009 (HKC), for ships visiting EU ports and anchorages.
- .2 This Procedure is also applied to the following ship certifications to the extent applicable and technically possible:
 - .1 Certification of ships below convention size (non-convention ships).
 - .2 Certification of ships engaged in domestic service.
 - .3 Caribbean Cargo Ship Safety Certificate.
 - .4 Fishing Vessel Safety Certificate.
 - .5 Yacht Code Safety Certificate.
 - .6 Pleasure vessels certification.



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- .3 This Procedure is not applicable to ships under construction.
- .4 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.
- .5 This Procedure shall enter into force on **01 November 2021**.

3. Scope.

- .1 This Procedure shall be applied by the authorized Surveyors/Auditors to carry out the technical supervision, classification and statutory certification of ships in service, including the execution of the relevant surveys and the issuance or endorsement of the corresponding class and statutory certificates.

4. Relevant documentation.

- .1 The following documentation is relevant for the control of this Procedure:
 - .1 IMO-Code for Recognized Organizations (RO Code), as amended.
 - .2 IMO-International Conventions, Codes and Resolutions, as applicable.
 - .3 ILO-International Conventions.
 - .4 Flag States-National regulations.
 - .5 ICS Class-Rules for the Classification and Construction of Ships.
 - .6 ICS Class-Guidelines on Technical Supervision of Ships in Service.
 - .7 Procedure PE02-P01 for training and qualification of technical staff.
 - .8 Procedure PO02-P02 for checking the conformity of measuring equipment.
 - .9 Procedure PO02-P03 for working at a safe work environment.
 - .10 Procedure PO02-P05 for Port State Control and flag State inspection.
 - .11 Procedure PO02-P06 for transfer of class-related matters.
 - .12 Procedure PO02-P07 for review and recording of emergency occurrences.
 - .13 Procedure PO02-P08 for suspension, withdrawal and reinstatement of class.
 - .14 Procedure PO03-P01 for approved or accepted services providers.
 - .15 Technical Instructive PO02-TI03 for dry-dock survey.
 - .16 Technical Instructive PO02-TI04 for propeller shaft survey.
 - .17 Technical Instructive PO02-TI06 for ISM Code-Company (DOC).
 - .18 Technical Instructive PO02-TI07 for ISM Code-Ship (SMC).
 - .19 Technical Instructive PO02-TI08 for ISPS Code.
 - .20 Technical Instructive PO02-TI08 for ISPS Code.
 - .21 Technical Instructive PO02-TI09 for MLC, 2006.
 - .22 Technical Instructive PO02-TI10 for surveys and certificates under HSSC.
 - .23 Technical Instructive PO02-TI20 for ESP Code-Bulk carriers single side skin construction.
 - .24 Technical Instructive PO02-TI21 for ESP Code-Bulk carriers double side skin construction.
 - .25 Technical Instructive PO02-TI22 for ESP Code-Double hull Oil Tankers.
 - .26 Technical Instructive PO02-TI22 for ESP Code-Double hull Oil Tankers
 - .27 Technical Instructive PO02-TI23 for ESP Code-Oil Tankers other than double hull.
 - .28 Technical Instructive PO02-TI26 for BWM Convention.
 - .29 Technical Instructive PO02-TI27 for MARPOL Annex VI.
 - .30 Technical Instructive PO02-TI28 for test and thorough examination of lifting appliances.
 - .31 IACS No.98-Duties of Surveyors under Statutory Conventions and Codes.
 - .32 IACS-Common Structural Rules for Bulk Carriers and Oil Tankers (CSR).



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- .33 IACS-Procedural Requirements (PRs).
- .34 IACS-Unified Requirements (URs).
- .35 IACS-Unified Interpretations (UIs).
- .2 Under permission granted by IACS Procedure, Volume 1: General Procedures, D3.6, Term and Conditions for use the IACS technical information by the Classification Societies which are not members of IACS, in this Procedure have been used the CSR, PRs, URs and ULs from IACS, as external support documents for providing definitions and technical requirements.

5. Responsibilities.

- .1 The Marine Division is responsible for planning, developing, implementing and improving the technical supervision, classification and statutory certification of ships.
- .2 The Marine Division is responsible for carrying out the technical supervision, classification and statutory certification of ships by employing qualified and authorized Surveyors/Auditors.
- .3 The Operations Department is responsible for planning and organizing the performance of the technical supervision, classification and statutory certification of ships, including the analysis and approval of the service requests, the quotation of the approved services and the authorization of the Surveyors/Auditors to carry out such services.
- .4 The authorized Surveyors/Auditors are responsible for carrying out the technical supervision, classification and statutory certification of ships, in accordance with the authorization granted by the Operation Department previously.
- .5 The authorized Surveyors/Auditors are responsible for carrying out the technical supervision, classification and statutory certification of ships, in accordance with the provisions and requirements established in this Procedure. The authorized Surveyor/Auditor has the authority for releasing the results of the services provided by issuing of the relevant class and statutory certificates.
- .6 The Operations Department is responsible for receiving, controlling and preserving supporting documentation for the services performed, coming from the attending Surveyor/Auditor.
- .7 The Marine Division is responsible for verifying the results of the services performed by the attending Surveyor/Auditor, including the suitable execution of the required surveys and the issuance or endorsement of the relevant certificates. The Principal Surveyor of the Marine Division has the authority for stopping the execution of the services when there is clear evidence of non-compliance with the applicable requirements.

6. Definitions.

- .1 **Ship:** as defined in Article 2 of MARPOL, means a vessel of any type whatsoever operating in the marine environment and includes hydrofoil boats, air-cushion vehicles, submersibles, floating craft and fixed or floating platforms. The types of ships are defined in MARPOL 73/78, Annex VI, Regulation 2.
- .2 **Ship in service:** means a ship that is not under construction.
- .3 **Classification Rules:** means the Rules for the Classification and Construction of Ships of ICS Class.
- .4 **CSR:** means the Common Structural Rules for Bulk Carriers and Oil Tankers of IACS.
- .5 **URZ:** means the Unified Requirements concerning Survey and Certification of IACS.



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- .6 **Guidelines for Supervision:** means the Guidelines on Technical Supervision of Ships in Service of ICS Class.
- .7 **Classification:** means the results generated by classification activities at the interface between the Classification Society and the customer, and between the internal activities of the Classification Society to meet customer needs.
- .8 **Statutory certification:** means the certificates issued, and services provided, on the authority of laws, rules and regulations set down by the Government of a sovereign State. This includes plan review, survey, and/or audit leading to the issuance of, or in support of the issuance of, a certificate by or on behalf of a flag State as evidence of compliance with requirements contained in an international convention or national legislation. This includes certificates issued by an organization recognized by the flag State in accordance with the provisions of SOLAS regulation XI-1/1, and which may incorporate demonstrated compliance with the structural, mechanical and electrical requirements of the RO under the terms of its agreement of recognition with the flag State.
- .9 **Marine Division:** means the location in the ICS Class-Head Office from which, the technical supervision, classification and statutory certification of ships are managed and, where plan approval is carried out and managed.
- .10 **Operation Department:** means the location in the ICS Class-Head Office from which, the performance of the technical supervision, classification and statutory certification of ships is planned and organized, including the analysis, approval and quotation of the services requested.
- .11 **Inspection Office for in-service supervision:** means the Inspection Office or territorial Surveyor responsible for maintaining permanent contact and effective relationships with the ships under its supervision, including the shipowners, operators and relevant Port State authorities.
- .12 **Exclusive Surveyor/Auditor:** means a person solely employed by ICS Class, who is duly qualified, trained and authorized to execute all duties and activities incumbent upon his employer, within his level of work responsibility. Such an exclusive surveyor/auditor is not permitted to undertake other employment.
- .13 **Attending Surveyor/Auditor:** means a person duly qualified and authorized to carry out the technical supervision, classification and statutory certification of the ship.
- .14 **Technical personnel (staff) of the Marine Division:** means a person duly qualified and authorized to perform technical activities as surveyor/auditor or plan approval. This person is also qualified and authorized to determine the conformity of the technical supervision, classification and statutory certification of ships carried out by attending surveyors/auditors.
- .15 **Services Suppliers:** means the firms providing services on behalf of the shipowners and operators (such as measurements, maintenance of safety equipment, etc.), the results of which are used by ICS Class in making decisions affecting the classification and statutory certification of ships.
- .16 **Examining:** Except where used in "examining the plans" or "examining the design", means and it should be understood as an examination, using appropriate techniques, of the components, system or appliance in question for satisfactory provision, arrangement and condition and for any signs of defects, deterioration or damage. The extent of this examination shall be adapted by the Surveyor considering the type of survey performed (e.g., initial, annual, renewal) and the actual maintenance condition of the ship and its equipment.



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- .17 **Testing:** means and it should be understood as a functional test of the system or appliance in question, to confirm its satisfactory operation and performance for its intended use.
- .18 **Related items:** means those items which may only be inspected when the ship is in dry dock or undergoing an in-water examination of the outside of its bottom. For oil tankers, chemical tankers and gas carriers, this may mean that the ship has to be specially prepared by, for example, being cleaned and gas freed.
- .19 **Any five-year period:** means the five-year period of validity of the Cargo Ship Safety Construction Certificate or the Cargo Ship Safety Certificate.
- .20 **Anniversary date:** means the day and month of each year that corresponds to the date of expiry of the relevant document or certificate.
- .21 **Interim certificate:** means the certificate issued by the attending Surveyor upon satisfactory completion of a survey in order to permit the ship to trade while the full-term certificate is prepared. An interim certificate is valid for five (5) months from the completion date of the survey.
- .22 **Full-Term certificate:** means the certificate issued upon satisfactory completion of an initial or renewal survey valid until the next renewal survey is due. The full-term certificate is issued by the Marine Division valid for a period specified by the flag State Administration, which shall not exceed five (5) years from the completion date of the initial/renewal survey on which this full-term certificate is based. A full-term certificate may also be issued or reissued when all deficiencies which led to the issuance of a conditional certificate are corrected.
- .23 **Conditional certificate:** means a certificate with the appropriate expiry dates that is issued by the Surveyor with previous authorization of the flag State Administration, when deficiencies/defects exist which cannot be corrected in the port of survey. A conditional certificate is valid only for a period long enough to permit the ship to proceed to the port where the correction will be made but shall not exceed ninety (90) days.
- .24 **Exemption certificate:** means a temporary or permanent release from compliance with a statutory Convention requirement due to the existence of specific circumstances as authorized by the provisions of such Convention. The exemption certificate is linked to, and retained with, its associated statutory certificate. The exemption certificate is solely issued by the flag State Administration.
- .25 **Detention:** means an intervention action taken by PSC when the condition of the ship or its crew does not correspond substantially with the applicable Conventions to ensure that the ship will not sail until it can proceed to sea without presenting a danger to the ship or persons on board, or without presenting an unreasonable threat of harm to the marine environment, whether or not such action will affect the normal schedule of the departure of the ship.
- .26 **Minor deficiency/defect:** means an observed situation which does not prevent the ship from proceeding to sea as it is not considered to pose a danger to the ship, the environment or persons on board within the timeframe given for its rectification.
- .27 **Detainable deficiency/defect:** means a deficiency which is considered to endanger the people onboard, the stability or integrity of the ship, the cargo or is likely to cause pollution.
- .28 **Condition(s) of class:** means requirements to the effect that specific measures, repairs, surveys are to be carried out within a specific time limit in order to retain classification.
- .29 **Statutory condition:** means requirements to the effect that specific measures, repairs, surveys are to be carried out within a specific time limit in order to retain statutory certification.



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7. General.

- .1 The technical supervision, classification and statutory certification of the ship shall be carried out through the following services:
 - .1 Provisional classification and statutory certification.
 - .2 Full-Term classification and statutory certification.
 - .3 Monitoring of the full-term classification and statutory certification.
- .2 **Provisional classification and statutory certification** consists of verifying the structural and operational condition of the ship, including the safety management, ship security, maritime labour and seafarer's working and living conditions on board, in accordance with Rules, International Conventions and Codes, and national legislation of the flag States. The provisional classification and statutory certification of the ship shall be carried out by a duly qualified and authorized Surveyor/Auditor, in accordance with Section 8 below. Compliance with the provisional classification and statutory certification is confirmed by issuing of Interim, Short-Term or Conditional certificates, as appropriate.
- .3 **Full-Term classification and statutory certification** consists of reviewing and verifying the results of the provisional classification and statutory certification completed by the attending Surveyor/Auditor. The objective of the full-term classification and statutory certification is to determine the conformity of the services provided by the attending Surveyor/Auditor on the ship, in accordance with the provisions and requirements established in Procedure PO02-P04 for Full-Term Certification. The full-term classification and statutory certification shall be carried out by the technical personnel of the Marine Division, duly qualified and authorized. Compliance with the full-term classification and statutory certification is confirmed by issuing of Full-Term certificates.
- .4 **Monitoring of the full-term classification and statutory certification** shall be carried out at least once a year to confirm the structural and operational condition of the ship, including the safety management, ship security, maritime labour and seafarer's working and living conditions on board, in accordance with Rules, International Conventions and Codes, and national legislation of the flag States. The monitoring of the full-term classification and statutory certification shall be carried out by a duly qualified and authorized Surveyor/Auditor, in accordance with Section 9 below. Compliance with the monitoring of the full-term classification and statutory certification is confirmed by endorsement of existing/valid Full-Term certificates.

8. Provisional classification and statutory certification of the ship.

.1 Provisional classification.

- .1 Provisional classification shall be carried out in accordance with the following instruments:
 - .1 Classification Rules.
 - .2 CSR for Double Hull Oil Tankers and Bulk Carriers.
 - .3 URZ7-Hull Classification Surveys.
 - .4 URZ7.1-Hull Surveys for General Dry Cargo Ships.
 - .5 URZ7.2-Hull Surveys for Liquefied Gas Carriers.
 - .6 URZ10.1-Hull Surveys of Oil Tankers.
 - .7 URZ10.2-Hull Surveys of Bulk Carriers.
 - .8 URZ10.3-Hull Surveys for Chemical Tankers.



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- .9 URZ10.4-Hull Surveys of Double Hull Oil Tankers.
- .10 URZ10.5-Hull Surveys of Double Skin Bulk Carriers.
- .11 URZ18-Survey of Machinery.
- .12 Guidelines for Supervision, Part II.
- .2 Provisional classification shall be carried out through the following classification services:
 - .1 Hull classification; and
 - .2 Machinery classification.
- .3 At the shipowner's request, the provisional classification may include the classification of the refrigerating plants, in accordance with Classification Rules, Chapter 12.
- .4 In accordance with Classification Rules, Chapter 1-Classification, the provisional classification of the ship shall be carried out through the following classification surveys, as applicable:
 - .1 Special survey.
 - .2 Annual survey.
 - .3 Intermediate survey.
 - .4 Inspection of the outside of the ship's bottom.
 - .5 Propeller shaft survey.
 - .6 Occasional survey, when necessary.
- .5 The classification surveys specified in paragraph 8.1.4 above, shall be carried out in accordance with Sections 11.1 and 11.2 below, as applicable.
- .6 Compliance with the provisional classification of the ship shall be confirmed by issuing of Interim Hull and Machinery Class Certificates, in accordance with Section 12 below.

.2 Provisional statutory certification.

- .1 Provisional statutory certification shall be carried out in accordance with the following instruments:
 - .1 IMO International Conventions and Codes, as amended.
 - .2 IMO Resolution A.1140(31)-Survey Guidelines Under the HSSC, 2019, as amended.
 - .3 National regulations of the flag States.
 - .4 Guidelines for Supervision, Part III.
 - .5 Technical Instructive PO02-TI10.
- .2 Provisional statutory certification shall be carried out through the following statutory services, as applicable for each ship in particular:
 - .1 IMO Conventions and Codes certification, that includes the approval of the relevant Manuals and Plans of the ship and its operations (Plan Approval).
 - .2 ISM Code certification.
 - .3 ISPS Code certification.
 - .4 MLC, 2006, certification.
- .3 IMO Conventions and Codes certification, including Plan Approval, shall be carried out through the following statutory surveys, as required by each Convention or Code in particular.
 - .1 Initial survey.
 - .2 Annual survey.
 - .3 Periodical survey.
 - .4 Intermediate survey.
 - .5 Renewal survey.
 - .6 Inspection of the outside of the ship's bottom.
 - .7 Additional survey, when necessary.



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- .4 The statutory surveys specified in paragraph 8.2.3 above, shall be carried out in accordance with Sections 11.1 and 11.3 below, as applicable.
- .5 ISM Code certification, including the Company certification, when required, shall be carried out in accordance with the following Technical Instructives:
 - .1 PO02-TI06-Statutory Certification for ISM Code-Company (DOC).
 - .2 PO02-TI07-Statutory Certification for ISM Code-Ship (SMC).
- .6 ISPS Code certification shall be carried out in accordance with Technical Instructive PO02-TI08-Statutory Certification for ISPS Code (ISSC).
- .7 MLC, 2006, certification shall be carried out in accordance with Technical Instructive PO02-TI09-Statutory Certification for MLC, 2006 (MLC).
- .8 Compliance with the IMO Conventions and Codes certification, including Plan Approval, shall be confirmed by issuing of Interim Statutory Certificates or Conditional Certificates, as appropriate, in accordance with Section 12 below.

9. Monitoring of the full-term classification and statutory certification of the ship.

- .1 Monitoring of the full-term classification and statutory certification includes:
 - .1 Monitoring of the full-term classification; and/or
 - .2 Monitoring of the full-term statutory certification.
- .2 Monitoring of the full-term classification includes the monitoring of:
 - .1 Hull classification, and.
 - .2 Machinery classification.
- .3 Monitoring of the full-term statutory certification includes the monitoring of:
 - .1 IMO Conventions and Codes certification.
 - .2 ISM Code certification.
 - .3 ISPS Code certification.
 - .4 MLC, 2006, certification.
- .4 In accordance with Classification Rules, Chapter 1-Classification, the monitoring of the full-term classification shall be carried out at least once a year through the following periodical classification surveys:
 - .1 Annual survey.
 - .2 Intermediate survey.
 - .3 Inspection of the outside of the ship's bottom.
 - .4 Propeller shafts survey.
 - .5 Occasional survey, when necessary.
- .5 The periodical classification surveys specified in paragraph 9.4 above, shall be carried out in accordance with Section 11.1 and 11.2 below, as applicable.
- .6 Monitoring of the full-term IMO Conventions and Codes certification shall be carried out at least once a year through the following periodical statutory surveys, as required by each Convention or Code in particular:
 - .1 Annual survey.
 - .2 Periodical survey.
 - .3 Intermediate survey.
 - .4 Inspection of the outside of the ship's bottom.
 - .5 Additional survey, when necessary.
- .7 The periodical statutory surveys specified in paragraph 9.6 above, shall be carried out in accordance with Section 11.1 and 11.3 below, as applicable.



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- .8 Monitoring of the full-term ISM Code certification, including the Company certification, when required, shall be carried out in accordance with the following Technical Instructives:
 - .1 PO02-TI06-Statutory Certification for ISM Code-Company (DOC).
 - .2 PO02-TI07-Statutory Certification for ISM Code-Ship (SMC).
- .9 Monitoring of the full-term ISPS Code certification shall be carried out in accordance with Technical Instructive PO02-TI08-Statutory Certification for ISPS Code (ISSC).
- .10 Monitoring of the full-term MLC, 2006, certification shall be carried out in accordance with Technical Instructive PO02-TI09-Statutory Certification for MLC, 2006 (MLC).
- .11 Compliance with the monitoring of the full-term classification shall be confirmed by endorsement of existing/valid Full-Term Classification Certificates.
- .12 Compliance with the monitoring of the full-term IMO Conventions and Codes certification shall be confirmed by endorsement of existing/valid Full-Term Statutory Certificates.

10. Preparing the technical supervision, classification and statutory certification.

- .1 Efficiency of the technical supervision of the ship to be carried out in the shortest possible time depends on mutual participation of parties (shipowner and ICS Class) in preparation and carrying out of the relevant surveys.
- .2 ICS Class notifies the shipowners of forthcoming and overdue surveys of ships or parts thereof in compliance with Classification Rules, and also informs the shipowners of suspension or withdrawal of class in case of failure to submit the ships for surveys.
- .3 Any ship survey shall be carried out based on a services request that shall be submitted by the shipowner to ICS Class. Annex 1 establishes the criteria to determine whether or not a ship can be accepted under the ICS Class classification and statutory certification.
- .4 To determine the surveys required by a ship or to confirm that the surveys requested by the shipowner are those required for its ship, the following documents shall be consulted:
 - .1 Last Survey Status Report, either issued by ICS Class or previous RO.
 - .2 Previous certificates, as necessary.
- .5 Before starting any survey, the Operation Department shall previously:
 - .1 Review and approve the service request submitted by the shipowner.
 - .2 Guarantee the acceptance of the service quotation by the shipowner.
 - .3 Authorize the provision of the requested service/survey.
 - .4 Authorize the Surveyor/Auditor for executing the approved service/survey.
- .6 The service request shall be submitted by the shipowner to the Operation Department using the following communication systems: telephone, internet, e-mail, chat and social networks.
- .7 The service request shall be submitted in 24 h, as a minimum, if the ship is within reach of the Surveyor/Auditor, while if the ship is beyond reach of the Surveyor/Auditor, the request shall be submitted in a period sufficient for the ICS Class representative to get to the ship.
- .8 The services request shall be reviewed and approved in compliance with Classification Rules, Procedures, Technical Instructives and other documents in respect of surveys of ships in service, including those documents issued by the flag State.
- .9 The service request shall be documented by the shipowner using the following forms, as appropriate:
 - .1 PA02-P01/R1-Request for class surveys.
 - .2 PA02-P01/R2-Request for statutory inspections.
 - .3 PA02-P01/R3-Request for ISM/ISPS Code certification.



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- .4 PA02-P01/R4-Request for MLC, 2006 inspection.
- .5 PA02-P01/R5-Request for non-Convention vessel.
- .10 When the necessary information is not available at the service request, this information shall be additionally demanded in writing from the shipowner.
- .11 In addition to the forms specified in paragraph 10.9 above, and for supplementing the service request, the shipowner shall also provide the following documentation of the ship, as required by the Operation Department:
 - .1 Patent of Navigation.
 - .2 Radio License.
 - .3 Last Survey Status Report.
 - .4 Previous Class certificates.
 - .5 Previous Cargo Ship Safety Construction certificate (CSSC).
 - .6 Previous International Oil Pollution certificate (IOPP).
 - .7 Form B of the IOPP (for oil tankers).
 - .8 International Ballast Water Management certificate (IBWMC).
 - .9 Last Port State Control Report of Inspection.
- .12 The authorization of the services shall include the authorization of the Surveyor/Auditor to carry out the survey. For authorizing the Surveyor/Auditor, the following requirements shall be met:
 - .1 Any ship survey shall only be carried out by authorized Surveyors/Auditors. Can only be authorized Surveyors/Auditors duly qualified and trained, in accordance with Procedure PE02-P01 for the training and qualification of technical staff.
 - .2 All surveys that are authorized to the Surveyor/Auditor shall be previously accredited in his list of authorized activities, in accordance with Procedure PE02-P02 for the selection, authorization and evaluation of Surveyors and Auditors.
- .13 Any survey of the ship shall only be carried out by ICS Class exclusive Surveyors/Auditors. In case that, it is requires to hire a non-exclusive Surveyor/Auditor due to non-availability of exclusive Surveyor/Auditor, an authorization shall be requested to the flag State in a case-by-case basis. The ICS Class shall make sure that the hired Surveyor/Auditor is duly qualified, trained and authorized to execute all duties by a RO.
- .14 In case the ship survey cannot be carried out in a port of a specific area, and prior authorization granted by the flag State, the Marine Division can authorize another RO, having a mutual substitution agreement with ICS Class, to carry out the survey.
- .15 The authorization of the services shall be provided to the authorized Surveyor/Auditor using the form PA02-P01/R7-Authorization to carry out class and statutory survey, verification and inspection.
- .16 Before starting any survey, the attending Surveyor/Auditor shall ensure that the following instruments and forms are available for their use, as required and applicable:
 - .1 Classification Rules.
 - .2 CSR for double hull oil tankers and bulk carriers.
 - .3 Guidelines for Supervision.
 - .4 Procedures and Technical Instructives PO02, related to technical supervision of ships.
 - .5 International Conventions and IMO Codes.
 - .6 National regulations of the flag States.
 - .7 Survey reports and verification lists.
 - .8 Provisional certificates (Interim, Short-Term and Conditional certificates) including their forms, records and supplements.



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- .17 Before starting any survey, the attending Surveyor/Auditor shall be sure that the minimum requirements and recommendations for keeping in a safe work environment are met, including the personal protection, as required, in accordance with Procedure PE02-P03 for working at a safe work environment.
- .18 During any survey, the attending Surveyor/Auditor shall be able to perform an adequate, objective and impartial execution of the survey/audit and to demonstrate competence and authority for:
 - .1 Working independently.
 - .2 Making timely and accurate decisions.
 - .3 Releasing the results of the services performed.
 - .4 Offering integral solutions to the technical issues that arise in real time.
- .19 Shipowner shall notify the ICS Class in advance of the planned repair, conversion or modernization of the ship to ensure appropriate supervision by the ICS Class. The same refers to ship submission for survey planned by the shipowner in the area beyond reach of the ICS Class representatives.
- .20 When it is necessary, provision of transport (aircraft transport, land transport or at anchorage of sea transport), special clothing and measuring equipment is the responsibility of the party, which submitted the ship for survey.

11. Carrying out the technical supervision, classification and statutory certification.

.1 General provisions and requirements.

- .1 The ICS Class activities pertinent to the technical supervision, classification and statutory certification of ships in service, include two basis parts:
 - .1 Technical supervision in compliance with Rules; and
 - .2 Technical supervision in compliance with IMO International Conventions and Codes, along with the national regulations of the flag States, when applicable.
- .2 The technical supervision of ships in service, in compliance with Rules, shall be carried out in accordance with the following instruments, as applicable:
 - .1 Classification Rules.
 - .2 Guidelines for Supervision, Part II.
 - .3 CSR for Double Hull Oil Tankers and Bulk Carriers.
- .3 The Classification Rules prescribe the requirements that the ship shall meet to obtain the ICS Class classification. These rules apply to the technical supervision and classification of ships having the following characteristics:
 - .1 Ships (except tugs) of 24 m in length and above, regardless gross tonnage and total power of main engines.
 - .2 Tugs of 12 m in length and above, irrespective of total power of their main engines.
 - .3 Those ships, which according to their technical complexity and at ICS Class consideration.
- .4 The Guidelines for Supervision, Part II, set down the procedures and methods of surveying ships and their items for the purpose of assigning, confirmation and renewal of class of ships in service, in accordance with Classification Rules. The provisions of Part II are mandatory for Surveyors and may be used by ship crews and shipowners when preparing the ships and their items for surveys, tests, etc.



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- .5 The CSR consist of two parts. Part One provides requirements common to both Double Hull Oil Tankers and Bulk Carriers, and Part Two provides additional requirements applied to either Double Hull Oil Tankers or Bulk Carriers. These rules apply to the following ships:
 - .1 Bulk carriers and double hull oil tankers and
 - .2 Being self-propelled ships with unrestricted navigation, and
 - .3 Contracted for construction on or after 1st July 2015.
- .6 The CSR apply to ships constructed of welded steel structures and composed of stiffened plate panels. The ship's structure is to be longitudinally or transversely framed with full transverse bulkheads and intermediate web frames. The typical arrangements of ships covered by these rules assume that the structural arrangements include:
 - .1 Double bottom, the depth of which is to be in accordance with applicable statutory requirements.
 - .2 Engine room located aft of the cargo tank/hold region.
- .7 The CSR apply to the hull structures of single side skin and double side skin bulk carriers having a length (L) of 90 m or above. These rules are not applicable to the following ship types:
 - .1 Ore carriers.
 - .2 Combination carrier.
 - .3 Woodchip carrier.
 - .4 Cement, fly ash and sugar carriers provided that loading and unloading is not carried out by grabs heavier than 10 tons, power shovels and other means which may damage cargo hold structure.
 - .5 Ships with inner bottom construction adapted for self-unloading.
- .8 The CSR apply to the hull structures of double hull oil tankers having length (L) of 150 m or above. Oil tanker is defined as a ship which has to comply with Annex I of MARPOL73/78,
- .9 The technical supervision of ships in service, in compliance with IMO International Conventions and Codes, shall be carried out in accordance with the following instruments, as applicable:
 - .1 IMO International Conventions and Codes.
 - .2 IMO Resolution A.1140(31)-Survey Guidelines Under the HSSC, 2019, as amended.
 - .3 National regulations of the flag States.
 - .3 Guidelines for Supervision, Part III.
 - .4 Technical Instructive PO02-TI10.
- .10 IMO Resolution A.1140(31) provides the requirements on the survey for issuing, confirmation and renewal of statutory certificates and other documents prescribed by the relevant Conventions and Codes.
- .11 The Guidelines for Supervision, Part III, set down the procedures and methods for surveying the ships in service to confirm their compliance with IMO International Conventions and Codes, and the national regulations of the flag States, when applicable. The provisions of Part III are mandatory for Surveyors, ship crew and shipowners.
- .12 The ICS Class activities pertinent to technical supervision of ships in service for compliance with IMO International Conventions and Codes are regulated by the scope of surveys necessary to confirm the compliance of ships with the international conventions and codes within the authorization granted by the flag States.
- .13 The ICS Class activities pertinent to technical supervision of ships in service for compliance with IMO International Conventions and Codes are similar to the ICS Class activities pertinent to the technical supervision in compliance with Classification Rules.



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- .14 The types and scope of surveys, the intervals between surveys of ship's items subject to supervision for the purpose of verifying the compliance of ship with Classification Rules and other regulating documents of the ICS Class, and detailed directions on carrying out these surveys to issue, confirm and renew the classification certificates, are prescribed in the Classification Rules, Chapter 1-Classification, Section 3, as applicable.
- .15 The types and scope of surveys, the intervals between surveys of ship's items subject to supervision for the purpose of verifying the compliance of ship with IMO International Conventions and Codes, and detailed directions on carrying out the surveys to issue, confirm and renew the statutory certificates, are prescribed in IMO Resolution A.1140(31), Annex 1 to Annex 5, as applicable. Reference to be made to Technical Instructive PO02-TI10.
- .16 The directions on technical supervision of ships in service, under repair, reconstruction or conversion are given in the Guidelines for Supervision, Part II, Section 24.
- .17 The directions concerning surveys and tests to be carried out during technical supervision of materials and products used for repair and replacement, of welding and heat treatment procedures are given in the Classification Rules, Chapter 13-Materials and Chapter 14-Welding.
- .18 The attending Surveyor shall carry out a survey in accordance with the authorization issued by the Operation Department specifying the type and scope of survey. Prior to the survey, the attending Surveyor shall familiarize with the last Ship Survey Status.
- .19 The surveys for the technical supervision shall include the following verification activities:
 - .1 Consideration of ship's documentation.
 - .2 Checking of the availability on board of all necessary certificates of compliance, service manuals, information for the ship's officers, log books and other essential documents.
 - .3 Surveys of ship structures, machinery and equipment, other items subject to the ICS Class technical supervision to ascertain whether they comply with the regulating documents of the ICS Class and whether their service-ability is in accordance with their purpose.
- .20 Prior to the survey, the attending Surveyor shall establish the necessary scope of the technical supervision in order to verify compliance with the Classification Rules and to assess technical condition of the ship, taking into consideration the ship's age and the results of the previous survey.
- .21 Prior to the survey, the attending Surveyor shall determine those documents which shall be issued upon the survey results and the way of their delivery.
- .22 To carry out surveys shall be used the survey report as applicable by each type of survey. The survey report is intended to facilitate the correct application of the Classification Rules, IMO International Conventions and Codes, national regulations of the flag States and other relevant technical regulations, as required, and demonstrate that the survey was carried out in compliance with the relevant requirements. The survey report used shall be duly filled out, signed and sealed by the attending Surveyor.
- .23 Information capability and quality of the survey reports and certificates issued, are the responsibilities of the attending Surveyor who carried out the survey.
- .24 The survey of the underwater part of the ship shall be carried out in accordance with Technical Instructive PO02-TI03.
- .25 The survey of the propeller shafts and tube shafts shall be carried out in accordance with Technical Instructive PO02-TI04.
- .26 For bulk carriers having single-side skin construction, the Enhanced Programme of Inspection (ESP) shall be applied in accordance with Technical Instructive PO02-TI20.



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- .27 For bulk carriers having double-side skin construction, the ESP shall be applied in accordance with Technical Instructive PO02-TI21.
- .28 For double-hull oil tankers, the ESP shall be applied in accordance with Technical Instructive PO02-TI22.
- .29 For oil tankers other than double-hull oil tankers, the ESP shall be applied in accordance with Technical Instructive PO02-TI23.
- .30 The ICS Class technical supervision of mandatory periodical examinations of the equipment and outfit, that shall be carried out by the recognized competent bodies, is reduced to monitoring the timeliness of such examinations and observance of the service lives during the periodical surveys of the ship. The referred recognized competent bodies shall be approved or accepted by ICS Class in accordance with Procedure PO03-P01.
- .31 The equipment and outfit mentioned in paragraph 11.1.30 above, refers to:
 - .1 Periodical surveys of inflatable liferafts, their containers, inflated rescue boats and rescue boats, which are combination of rigid and inflated construction, release units, marine evacuation systems, automatically gas filled inflatable lifejackets, immersion suits and thermal protective aids.
 - .2 Periodical surveys and testing of thrusters; hydraulic tests and internal examinations and weighing of carbon dioxide cylinders belonging to fire extinguishing systems.
 - .3 Periodical surveys and tests by a competent person authorized by the shipowner of pressure vessels and heat exchangers not subject to the ICS Class survey.
 - .4 Calibration of navigational instruments.
 - .5 Check of emergency radio beacons.
 - .6 Calibration of measuring equipment used on board.
 - .7 Service lives of rockets, hand flares, smoke signals, self-igniting lights and electric batteries forming a part of the outfit of lifeboats, rescue boats and liferafts, lifebuoys, immersion suits and lifejackets, ship distress signals, line-throwing appliances.
 - .8 Service life fire extinguishing medium in fire extinguishing systems and fire extinguishers.
 - .9 Thermal protective aids, immersion suits and outfit of fire-stations, fire alarm and gas detectors.
 - .10 Storage lives of food rations, drinking water and medical boat box forming a part of the outfit of lifeboats and liferafts.
 - .11 Self-contained breathing apparatuses.
 - .12 Internal surveys and hydraulic tests as well as air quality monitoring in cylinders of lifeboats with the self-contained air-supply system.
 - .13 Periodic maintenance and repairs to lifeboats, release gears and on-load release gears.
 - .14 Replacement of falls used in launching appliances, when necessary, during the last 5 years.
 - .15 Thorough examinations, operational annual and five-year interval tests of launching appliances, release mechanisms of life-saving appliances, davit-launched liferaft automatic release hooks.
 - .16 Tests of embarkation/disembarkation mean, including replacement of wire ropes used for them, during the last 5 years.
 - .17 Correction of nautical charts and nautical publications.
 - .18 Radiocommunication equipment.
 - .19 Lighting and Alarm systems.



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- .20 Lifting appliances.
 - .21 Coating systems of the cargo holds
 - .22 Proper operation of equipment for the prevention of pollution from ships.
 - .23 Ballast water management systems and technologies.
- The above-mentioned list of items is not comprehensive.
- .32 Requirements for the equipment or outfit listed in paragraph 11.1.31 above to be inspected or replaced by recognized competent bodies shall not be included in the survey report, except where the inspection or replacement dates are overdue.
 - .33 Although ICS Class, does not have monitoring and measurement equipment owned or leased, the attending Surveyor shall ensure that the measuring equipment used during the survey, belonging to services providers, shipyards, shipowners, etc., is duly identified, calibrated and verified at specified intervals or prior to use, in accordance with Procedure PO02-P02.
 - .34 The deficiencies/defects identified in the ship at the time of any survey, including the corrective actions that shall be taken with those deficiencies that cannot be permanently repaired or permanently rectified in the port of survey, shall be treated in accordance with Technical Instructive PO02-T110, Section 12.
 - .35 When a ship, due to the existence of specific circumstances as authorized by the provisions of an International Convention, cannot satisfy a requirement of that Convention, shall obtain the relevant exemption certificate issued by its flag State in accordance with Technical Instructive PO02-T110, Section 11.
 - .36 Extension of the terms of surveys of ships may be granted by ICS Class at the shipowner's request only in exclusive cases and upon agreement with the flag State. The terms of survey of the ship with the suspended class may not be extended until the reinstatement of the ship class.
 - .37 Technical supervision of ships under inter-voyage repairs and/or emergency repairs shall be carried out based on the shipowner requests and shall be provided depending on the circumstances in each particular case.
 - .38 To ensure the adequacy of transfer of class-related matters between ICS Class and others RO, where required, Procedure PO02-P06 shall be fully complied. The transfer of class-related matter from one RO to another, comprises the transfer of the classification and/or statutory certification of the ship.
 - .39 Before accepting a ship in service into the ICS Class for technical supervision, classification and statutory certification, and where applicable, Procedure PO02-P06 shall be fully complied in advance.
 - .40 The classification and statutory certification of a ship, which intends to change the class or flag for technical and safety reasons, may only be accepted and performed, when the new flag State has full knowledge and evidences on the technical and operational condition of the ship and, in consequently, the new flag State has issued a prior written authorization.
 - .41 The classification and statutory certification of a ship on behalf of a flag State, which was originally constructed without its flag State being known, may only be accepted and performed, in those cases where the ship complies with the national regulations of that flag State.
 - .42 In order to prevent or exclude the possibility of a ship being detained by Port State Control due to non-compliance with the applicable requirements of the relevant Rules and statutory Conventions and Codes, the measures for reducing PSC and FSA detentions established in Section 17 of the Procedure PO02-P05 shall be fully complied during all statutory surveys required by IMO Conventions (initial, annual, periodical, intermediate and renewal).



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- .43 The survey of the ship in connection with Port State Control detention, shall be carried out in accordance with Procedure PO02-P05, as applicable.
- .44 The investigation, records and studies of emergency occurrences shall be conducted in accordance with Procedure PO02-P07.
- .45 The technical supervision and statutory certification of ships of below international convention size shall be carried out in accordance with the national legislation of the flag State. The most relevant instruments used by ICS Class for this type of certification are the following:
 - .1 PMA-Resolution N°. 106-138 for ships under 500 tons of gross tonnage.
 - .2 IMMARBE-Statutory Instrument N°. 147/1991 for ships under 500 gross register tons.
- .46 Where the shipowner does not agree with the decision of the attending Surveyor who carried out the survey, this decision may be appealed at the ICS Class Inspection Office for in-service supervision or at the Marine Division, as appropriate.
- .47 The supervision activity of the ICS Class does not substitute for that of the technical control units of shipowners, shipyards, specialized bodies serving the ships in service (survey of inflatable survival craft, checking of measuring equipment, cylinders etc.)
- .48 Among the shipowner's responsibilities is keeping to the dates for periodical surveys and other surveys, as prescribed by ICS Class, relevant preparation of ships for surveys, as well as notifying to ICS Class of any deficiencies, damage, emergencies or repairs related to items that are under ICS Class technical supervision.
- .49 Maintenance the condition of the ship and its equipment after survey, in compliance with SOLAS, Chapter I, Regulation 11(a) and MARPOL, Annex I, Regulation 6.4.1, shall be shipowner's responsibility.
- .50 Carrying out of surveys under the authorization of the flag States Administrations imposes additional liabilities on the ICS Class as Recognized Organization for the completeness and quality of such surveys and requests that all Surveyors strictly observed all the requirements within the received authorization. Any deviation from the dates and/or scope of the survey shall be agreed in advance with the relevant flag State Administration.

.2 Technical supervision in compliance with Rules.

- .1 The types and scope of surveys, the intervals between surveys of ship's items subject to supervision for the purpose of verifying the compliance of ship with Classification Rules and other regulating documents of the ICS Class, and detailed directions on carrying out these surveys to issue, confirm and renew the classification certificates, are prescribed in the Classification Rules, Chapter 1-Classification, Section 3.
- .2 The technical supervision and classification of the ship, in compliance with Classification Rules, shall be carried out through the following classification surveys, as applicable:
 - .1 **Special survey:** It is the same as a periodical survey but also leads to the issue of a new certificate and shall consist of an inspection and the necessary tests of the hull members, machinery and equipment, to ensure whether the requirements for the relevant certificate are complied with, and their condition is satisfactory and meets the ship's service requirements. At special survey, it shall be ascertained that the technical condition and structural and composition modifications of the ship's hull, machinery, equipment and arrangements meet the requirements of the Classification Rules.



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- .2 **Annual survey:** It is a general inspection of the items relating to the particular certificate to ensure that they have been maintained and survey, as deemed necessary, to ascertain whether repairs or refits needed have been properly made, whether used materials and the workmanship are satisfactory in all respects and whether the ship fully complies with the requirements of the Classification Rules. At annual survey of a ship, any changes relating to ship's structures and the technical condition of ship's machinery, equipment and arrangements following an initial survey or a special survey shall be identified.
 - .3 **Intermediate survey:** It is an inspection of specific item relevant to the particular certificate to ensure that they are in a satisfactory condition and fit for the service for which the ship is intended. It shall be carried out either at or between the second and third annual surveys.
 - .4 **Inspection of the outside of the ship's bottom:** It shall be carried out to all ships. It is an inspection of the underwater part of the ship and related items to ensure that they are in a satisfactory condition and fit for the service for which the ship is intended. In addition, refer to Section 11.3 below, paragraphs 11.3.11.6. The survey of the underwater part of the ship shall be carried out in accordance with Technical Instructive PO02-TI03.
 - .5 **Propeller shaft survey:** In conjunction with the dry dock survey, either during the special survey or intermediate survey, the propeller shaft survey may be carried out. In any case, the interval between two propeller shaft surveys shall not exceed 60 months (five years).
 - .6 **Occasional survey:** It shall be assigned to the ship in the following cases: Ship entering lay-up, changing of the class notation, temporary impossibility to carry out the specified requirement of the Classification Rules or International Convention, implementation of the new ICS Class requirement, or other justified cases.
 - .7 An **Initial survey** of a ship not built under the supervision of ICS Class or a competent classification body recognized by the former to act on its behalf, for the purpose of class assignment to the ship and taking it under ICS Class supervision, shall be carried out in the scope of a special survey and include a detailed examination, inspections, measurements and tests the scope of which shall be established proceeding from the age of the ship, its technical condition, availability of technical documentation and documents issued by recognized and competent supervision bodies.
- .3 The procedures and methods on the performance of surveys of ships and individual technical supervision items, are given in the relevant Sections of the Guidelines for Supervision, Part II.
 - .4 In all types of surveys, the attending Surveyor shall familiarize himself with the ship's survey status, reports on the previous survey and check lists, as well as use the information on wastage, damages and defects detected in operation, on repairs and replacements according to the ship's documentation (condition assessment records, ship's reports, notes on drawings, repair sheets, ship's logs and engine room logs).
 - .5 In all types of surveys, the attending Surveyor is authorized to settle the problems within the limits regulated by the Classification Rules and Guidelines for Supervision. Any amendments to, or deviations from, the requirements of the Rules and Guidelines, as applied to a given ship, shall be approved by the Marine Division, which is confirmed by a report or another document signed by the Principal Surveyor.
 - .6 When ships older than 20 years are surveyed, no reduction of the requirements of the Classification Rules is permitted, and postponement of deadlines for compliance with the requirements of the Rules and the attending Surveyor's remarks shall be reduced to a minimum.



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- .7 All the items of the ICS Class technical supervision (machinery, boilers, pressure vessels and other equipment and outfit) on board ship shall be provided with the documents required by the Classification Rules and Manufacture of Materials and Products for Ships and, if applicable, manufacturer's documents, as well as, when necessary, appropriate operating manuals and repair documentation for the products when needed. Certificates of IACS Member for the machinery products may be accepted as an alternative to the ICS Class certificates provided that products comply with the certificates submitted, and, if applicable, with the operating manuals, recommendations by manufacturers of machinery, as well as for tests of items of technical supervision in presence of the acting ICS Surveyor.
- .8 The attending Surveyor shall demand producing the documentation specified in paragraph 11.2.7 above, when new equipment is fitted on board ship or new outfit is provided, and may demand this documentation during the technical supervision of a ship in service, including in repairs of technical supervision items
- .9 Having followed repairs, conversion or modernization, a ship shall, as a minimum, meet the requirements of the Rules previously applied to the ship. Newly installed structures, machinery and equipment shall meet the requirements of the Classification Rules in force as far as it is reasonable and technically practicable.
- .10 Repair work (welding, riveting and thermal treatment), conversion or modernization and its control, materials and products used during repairs, shall meet the requirements prescribed in the Classification Rules, Chapter 13-Materials and Chapter 14-Welding. In addition, the requirements prescribed in paragraphs 11.2.11 to 11.2.16 below shall also be complied.
- .11 When for ship's repair the renewals of steel are used, the following requirements shall be met:
 - .1 The steel used shall have been manufactured, tested and certificate in accordance with the requirements of the Classification Rules, Chapter 13-Materials, or using an equivalent standard (rules, regulations, procedures, etc.) of class societies IACS member accepted by ICS Class.
 - .2 The type and grade of steel to be used shall correspond or be equivalent to the type and grade of steel required by the plan for repair approved by ICS Class.
- .12 During the ship's repair limited quantities of steel complying with the requirements of a national or manufacturers specification may be accepted, subject to the following conditions:
 - .1 The type and grade of the material is considered equivalent to the minimum requirements of the steel grade required by the plan for repair; or
 - .2 The manufacturer is approved by other class society IACS member to supply the grade of steel required by the plan for repair; or
 - .3 The identity stamped on the material and the material condition clearly conform to the details shown on the certificate, or
 - .4 Representative samples selected for check mechanical and chemical analysis tests are satisfactory; or
 - .5 Copies of the manufacturer's test certificate and the results from the check tests are recorded and available for verification.
- .13 When it is not possible to carry out the check tests of the steel used before the ship's repair is completed, a sample shall be retained for subsequent testing before departure of the ship. However, every effort shall be made to ensure that the material is tested before the repair is completed. The repair is to be considered as incomplete, until such tests have been carried out and the results confirmed as satisfactory.



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- .14 Defects in steel to be used for the ship's repair shall be addressed and duly reported to the Marine Division immediately, for receiving instructions.
- .15 When equipment is renewed or replaced in the ship, the following requirements shall be met:
 - .1 Where an auxiliary or main engine is renewed or replaced, the technical documentation issued by the manufacturer, according to the Classification Rules, Chapter 1-Classification, Section 5, shall be checked including the approval certificates issued by other class society IACS member, or other authorized organization (ISO, IMO, flag States, etc.), as applicable.
 - .2 MARPOL 73/78 Convention requires ships to be fitted with certain pollution prevention equipment (PPE), in accordance with Resolution MEPC.107(49) "Revised Guidelines and Specifications for Pollution Prevention Equipment for Machinery Space Bilges of Ships", as amended.
- .16 When for the ship's repair, the second-hand or reconditioned parts are used, the following requirements shall be met:
 - .1 Special care is to be taken in the survey and certification of used (second hand/reconditioned) auxiliary or main engines. The attending Surveyor shall determine whether it was originally certified equipment, together with the status and dimension report of crankshaft, including any undersize bearing fitted.
 - .2 The engines are to meet the full requirements of the Rules before acceptance, inclusive of any pressure testing and torsional vibration characteristics needed.
 - .3 The technical documentation issued by the manufacturer of the second-hand parts is required to be checked including approval certificates issued by other class societies IACS member or other authorized organizations (ISO, IMO, Governments, etc.), as applicable.
- .17 If the dangerous defects being the result of structural deficiencies (e.g., incorrect structure, insufficient strength, etc.) are detected during survey, the attending Surveyor shall demand both to repair damages, and to eliminate the structural deficiencies, which have caused the damages, and shall report of these to the Marine Division, for receiving instructions.
- .18 Where the defects detected relate to improper operation, the attending Surveyor shall draw the shipowner's attention to the remedial actions to be implemented for preventing the recurrence of defects. Where the poor operation established, may cause dangerous consequences, the attending Surveyor shall point to this in the survey report and, in exceptional cases, draw the shipowner's attention to this with a letter with a simultaneous notification to the Marine Division.
- .19 The scope of the survey carried out, the results of the technical condition assessment, data on measurements and on the extent of repairs and replacements made, shall be adequately shown in the survey report to be taken into account in the subsequent surveys. The text and sketches shall unambiguously describe the defects identified, causes of their occurrence and the requirements on their elimination. In case of the survey report issued on the results of the survey of the objects of technical supervision after repair, a reference to the reports on ship repairing yards (with no list and scope of the works performed) is allowed. Copies of the reports shall be sent to the Marine Division for the ship's file.
- .20 The provisions of Procedure PO02-P08 for suspension, withdrawal and reinstatement of class shall be applied to all ICS Class-classed ships, where required, irrespective of whatever type, self-propelled or not, gross tonnage and restrictions on navigation area and conditions.
- .21 Annex 2 establishes the requirements to be applied and documents to be used/issued by Surveyors to carry out the technical supervision and classification of ships in service, in compliance with the Classification Rules.



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.3 Technical supervision in compliance with IMO International Conventions and Codes.

- .1 The types and scope of surveys, the intervals between surveys of ship's items subject to supervision for the purpose of verifying the compliance of ship with IMO International Conventions and Codes, and detailed directions on carrying out the surveys to issue, confirm and renew the statutory certificates, are prescribed in IMO Resolution A.1140(31), Annex 1 to Annex 5, as applicable. Reference to be made to Technical Instructive PO02-TI10.
- .2 The requirements to survey of ships, periodicity of surveys and documents to be issued shall be established by each IMO International Convention and Code in particular. The applicability of the requirements of conventions, codes depend on the following criteria:
Depending on the amendments confirmed by the ship's flag State, the appropriate requirement shall be applied to surveys, their periodicity and terms of certificate validity established by the applicable conventions, codes, as amended, with due regard to additional requirements of the flag State Administration, if available.
- .3 According to some provisions of SOLAS-74 and MARPOL 73/78, the applicability of the requirements to ships shall be determined by the following dates:
 - .1 Date of the contract for construction at the date of dd/mm/yyyy or later; or
 - .2 In case of absence of the contract for construction—by the date of keel laying or the date when the ship was at the same stage of construction at the date at the date of dd/mm/yyyy or later; or
 - .3 Date of delivery at the date at the date of dd/mm/yyyy or later.
- .4 Harmonized and non-harmonized ship survey systems established by the applicable amendments to Conventions, Codes, signed by certain flag State, are applied for survey.
- .5 The majority of flag states applies the harmonized system for survey of ships and certificate issuing that is based on compliance with the provisions of the following Conventions, Codes (refer to the status of conventions/codes at the IMO website):
 - .1 SOLAS-74, as amended by the 1988 Protocol thereto.
 - .2 LL-66, as amended by the 1988 Protocol thereto.
 - .3 MARPOL-73, as amended by IMO resolution MEPC.39(29) and Protocol 1978.
 - .4 IBC Code, as amended.
 - .5 IGC Code, as amended (applicable on or after 01 July 1986).
 - .6 BCH Code, as amended (applicable before 01 July 1986).
- .6 The basic procedure in compliance with which the flag States Administrations joined to the harmonized system of survey conducting and certificate issuing, is given in IMO Resolution A.1140(31), as amended.
- .7 IMO Resolution A.1140(31) specifies the requirements for issuing, confirmation, renewal of certificates and other documents prescribed by the following Conventions and Codes, as amended:
 - .1 SOLAS-74/88.
 - .2 LL- 66/88.
 - .3 MARPOL 73/78.
 - .4 BWM Convention.
 - .5 IBC Code.
 - .6 IGC Code.
 - .7 BCH Code.
 - .8 Polar Code.



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- .8 In Sections 2 to 4 of IMO Resolution A.1140(31), the general requirements are given on the survey for issuing/renewal/confirmation of the applicable certificate (with the records of equipment, where necessary). Reference to be made to Technical Instructive PO02-TI10.
- .9 Despite the fact that IMO resolution A.1140(31) has a clearly-defined application it shall be applied, where the case may be, to drilling units and other platforms covered by Annex I/39 and Annex VI/5 to MARPOL 73/78.
- .10 In accordance with the diagrammatic arrangement of the HSSC given in Appendix 2 of IMO Resolution A.1140(31), except for Annex IV to MARPOL 73/78 based on the initial survey and survey for the certificate renewal, the technical supervision and statutory certification of the ship, in compliance with IMO International Conventions and Codes, shall be carried out through the following statutory surveys, as applicable:
 - .1 **Initial survey:** It is a complete inspection before a ship is put into service of all the items relating to a particular certificate, to ensure that the relevant requirements are complied with and that these items are satisfactory for the service for which the ship is intended. The initial survey shall be conducted before the ship is put in service or when a new instrument applies to an existing ship, and the appropriate certificate is issued for the first time. The initial survey shall include a complete inspection, with tests, when necessary, of the structure, machinery and equipment to ensure that the requirements relevant to the particular certificate are complied with and that the structure, machinery and equipment are fit for the service for which the ship is intended. The initial survey shall consist of:
 - an examination of the plans, diagrams, specifications, calculations and other technical documentation to verify that the structure, machinery and equipment comply with the requirements relevant to the particular certificate;
 - an inspection of the structure, machinery and equipment to ensure that the materials, scantlings, construction and arrangements, as appropriate, are in accordance with the approved plans, diagrams, specifications, calculations and other technical documentation and that the workmanship and installation are in all respects satisfactory; and
 - a check that all the certificates, record books, operating manuals and other instructions and documentation specified in the requirements relevant to the particular certificate have been placed on board the ship.
 - .2 **Annual survey:** It is a general inspection of the items relating to the particular certificate to ensure that they have been maintained and remain satisfactory for the service for which the ship is intended. The annual survey shall be held within three months before or after each anniversary date of the certificate. An annual survey shall enable to verify that the condition of the ship, its machinery and equipment is being maintained in accordance with the relevant requirements. In general, the scope of the annual survey shall be as follows:
 - it shall consist of a certificate examination, a visual examination of a sufficient extent of the ship and its equipment, and certain tests to confirm that their condition is being properly maintained;
 - it shall also include a visual examination to confirm that no unapproved modifications have been made to the ship and its equipment.



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The content of each annual survey is given in the respective guidelines; the thoroughness and stringency of the survey shall depend upon the condition of the ship and its equipment. Shall any doubt arise as to the maintenance of the condition of the ship or its equipment, further examination and testing shall be conducted as considered necessary.

.3 **Intermediate survey:** It is an inspection of specified items relevant to the particular certificate to ensure that they are in a satisfactory condition and fit for the service for which the ship is intended. The intermediate survey shall be held within three months before or after the second anniversary date or within three months before or after the third anniversary date of the appropriate certificate and shall take the place of one of the annual surveys. Concurrent crediting to both intermediate and renewal safety construction survey for surveys of spaces shall not be acceptable.

.4 **Periodical survey:** It is an inspection of the items relating to the particular certificate to ensure that they are in a satisfactory condition and fit for the service for which the ship is intended. Periodical survey shall be held within three months before or after the second anniversary date or within three months before or after the third anniversary date in the case of the Cargo Ship Safety Equipment Certificate.

The periodical survey shall consist of an inspection, with tests, when necessary, of the equipment to ensure that requirements relevant to the particular certificate are complied with and that they are in a satisfactory condition and are fit for the service for which the ship is intended. The periodical survey shall also consist of a check that all the certificates, record books, operating manuals and other instructions and documentation specified in the requirements relevant to the particular certificate are on board the ship

.5 **Renewal survey:** It is the same as a periodical survey but also leads to the issue of a new certificate and shall consist of an inspection and the necessary tests of the hull members, machinery and equipment, to ensure whether the requirements for the relevant certificate are complied with, and their condition is satisfactory and meets the ship's service requirements.

The renewal survey shall be held before the appropriate certificate is renewed. The Cargo Ship Safety Construction renewal survey may be commenced at the fourth annual survey and may be progressed during the succeeding year with a view to completion by the fifth anniversary date. The survey items of the fourth annual survey shall not be credited to the completion of the renewal survey. For all other Certificates, the renewal survey may be commenced not earlier than three months prior to the proscribed date of survey. The renewal survey shall consist of:

- an inspection, with tests, when necessary, of the structure, machinery and equipment to ensure that the requirements relevant to the particular certificate are complied with and that they are in a satisfactory condition and are fit for the service for which the ship is intended; and
- Check that all the certificates, record books, operating manuals and other instructions and documentation specified in the requirements relevant to the particular certificate are on board the ship.

Concurrent crediting to both intermediate and renewal safety construction survey for surveys of spaces shall not be acceptable.



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- .6 Inspection of the outside of the ship's bottom:** It shall be carried out to all ships. It is an inspection of the underwater part of the ship and related items to ensure that they are in a satisfactory condition and fit for the service for which the ship is intended.
- There shall be a minimum of two inspections of the outside of the ship's bottom during any five-year period (i.e., the five-year validity period) of the Cargo Ship Safety Construction Certificate or the Cargo Ship Safety Certificate, except where SOLAS-74/88 regulation I/14(e) or (f) is applicable. One such inspection shall be carried out on or after the fourth annual survey in conjunction with the renewal of the Cargo Ship Safety Construction Certificate or the Cargo Ship Safety Certificate. Where the Cargo Ship Safety Construction Certificate or the Cargo Ship Safety Certificate has been extended under SOLAS 74/88 regulation I/14(e) or (f), this five-year period may be extended to coincide with the extended validity of the certificate. In all cases, the interval between any two such inspections shall not exceed 36 months.
- Inspections of the outside of the ship's bottom shall normally be carried out with the ship in a dry dock. However, consideration may be given to alternate inspections being carried out with the ship afloat. Special consideration shall be given before ships of 15 years of age and over other than bulk carriers and oil tankers are permitted to have such surveys afloat. Inspection of the outside of the ship's bottom of bulk carriers and oil tankers of 15 years of age and over shall be carried out with the ship in dry dock. Inspections with the ship afloat shall only be carried out when the conditions are satisfactory and the proper equipment and suitably trained staff are available. For ships subject to enhanced survey, the provisions of paragraph 2.2 of the applicable part of annex A or B, of the ESP Code shall apply.
- .7 Additional survey:** It is an inspection, either general or partial according to the circumstances, to be made after a repair resulting from investigations or whenever any important repairs or renewals are made; or change, replacement, or significant repair of the structure, equipment, systems, fittings, arrangements and material.
- An additional survey of the ship, its structure, machinery, equipment and outfit shall be carried out exact time after an emergency occurrence or after detection of defect affecting the ship safety or quality or completeness of its life-saving appliances, or other outfit as well as during repair or replacement of the old equipment by the newer one in order to assess its compliance with the requirements of international conventions and codes.
- An additional survey after an emergency occurrence shall be carried out in the port where an accident has taken place or in the first port visited by the ship after the accident. The survey shall be carried out in order to detect damages, agree the scope of works relating to the elimination of consequences of the emergency occurrence and to assess possibility and conditions of continuance of validity of the documents which have been issued in accordance with the requirements of the international conventions and codes.
- An additional survey may be carried out upon request of the shipowner between dates of periodical and mandatory annual surveys or periodical inspections. The survey shall be carried out in order to confirm compliance of the actual technical condition of the ship's structures, machinery, equipment or outfit with the requirements of the international conventions and codes.
- An additional survey shall be carried out after the detention of a ship by Port Authorities, in accordance with Procedure PO02-P05.



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- .11 The procedures and methods on the performance of surveys of ships and individual technical supervision items, are given in the relevant Sections of the Guidelines for Supervision, Part III.
- .12 Ships are surveyed and certificates issued on the grounds of authorization from the flag State Administration and provided this State is the signer of the Convention.
- .13 In all types of surveys, the attending Surveyor shall familiarize himself with the ship's survey status, reports on the previous survey and check lists, as well as use the information on wastage, damages and defects detected in operation, on repairs and replacements according to the ship's documentation (condition assessment records, ship's reports, notes on drawings, repair sheets, ship's logs and engine room logs).
- .14 In all types of surveys, the attending Surveyor is authorized to settle the problems within the limits regulated by the statutory conventions and codes. Any amendments to, or deviations from, the requirements of the statutory conventions and codes, as applied to a given ship, shall be approved/authorized by the relevant flag State Administration.
- .15 At surveys (annual, intermediate, periodical) for renewal/confirmation of the statutory certificates on compliance of the ship with the requirements of the IMO International Conventions and Codes, applicable requirements of respective international conventions and codes shall be used. The relevant requirements of international conventions and codes are to be followed along with additional regulations of the flag State, when applicable.
- .16 Unless indicated otherwise, when the term "first survey" is referenced by a regulation in SOLAS-74 as amended, it relates to the first initial, annual, intermediate, periodical survey or renewal survey as applicable to the relevant certificates, whichever is due first after the date specified in the relevant regulation or any other survey if the flag State Administration deems it to be reasonable and practicable, taking into account the extent of repairs and alterations to be undertaken. For a ship under construction, the keel of which is laid before, but the ship is delivered after the date specified in the relevant regulation, the initial survey is the "first survey", and this ship needs to comply with the relevant regulation when it is delivered.
- .17 Documents and statutory certificates, confirming compliance with the requirements of IMO International Conventions and Codes, are specified in the Guidelines, Part III, Section 1, paragraph 1.7.
- .18 If the survey shows that condition of a ship or its equipment and outfit principally does not comply with the data of the certificate or the ship is not ready for sea without danger being incurred to the ship or people on board or creating an unjustified threat to the environment, the attending Surveyor shall be guided by the requirements of the following instruments, as applicable:
 - .1 Regulation I/6 c) of SOLAS-74/88.
 - .2 Annex I/6.3.3 to MARPOL 73/ 78.
 - .3 Annex II/8.2.5 to MARPOL 73/78
 - .4 Annex IV/4.5 to MARPOL 73/78.
 - .5 Annex VI/5.3.3 to MARPOL 73/78.
 - .6 Regulation 1.5.1.4 of the IBC Code.
 - .7 Regulation 1.4.1.4 of the IGC Code.
 - .8 Regulation 1.6.1.3 of the BCH Code.
 - .9 In case of the BWM Convention, when the survey shows that the ship's ballast water management does not comply with the data specified in the Certificate as required by regulations E-2 or E-3, or the ship is not fit for going out to sea without danger being



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- incurred to the ship or people on board or creating an unjustified threat to the environment, the attending Surveyor shall be guided by regulation E-1.6 of the BWM Convention.
- .19 As per the instruments and requirements mentioned in paragraph 11.3.18 above, the corrective actions shall be taken immediately, and the flag State Administration shall be notified accordingly (refer to Agreements, etc.). Unless the corrective actions are not taken, the appropriate certificate shall be terminated, and the flag State Administration shall be immediately notified. When the ship is in the port of the other Party, the relevant port state authorities shall be also notified immediately.
- .20 During the ship survey, the attending Surveyor shall follow the instructions with regard to services rendered by service suppliers. If any deficiencies are found, the attending Surveyor shall immediately apply to the Marine Division for a decision making.
- .21 When carrying out surveys of shipborne radio equipment one shall be guided by the following provisions:
Survey of shipborne radio equipment shall consist of two stages: the first stage "Examination/Testing" shall be performed by the firm approved/accepted by ICS Class; the second stage "Survey"—by properly qualified Surveyor having the authorization to carry out the statutory surveys related to the Cargo Ship Safety Radio certificate.
Annual testing of VDR, S-VDR, AIS and Satellite EPIRBS, shall be carried out in accordance with Technical Instructive PO02-TI10, Section 14.
- .22 During the survey it shall be checked whether any new materials, equipment have been installed on board the ship and, if installed, the confirmation of the fact that they were approved prior to the installation and the used materials do not contain asbestos and any changes are recorded in the appropriate certificate and in Record of Approved Ship Safety Equipment, as applicable. The attending Surveyor shall make sure that new materials and equipment are provided with the asbestos-free declarations.
- .23 The scope of the survey carried out, the results of the technical condition assessment, data on measurements and on the extent of repairs and replacements made, shall be adequately shown in the survey report to be taken into account in the subsequent surveys. The text and sketches shall unambiguously describe the defects identified, causes of their occurrence and the requirements on their elimination. In case of the survey report issued on the results of the survey of the objects of technical supervision after repair, a reference to the reports on ship repairing yards (with no list and scope of the works performed) is allowed. Copies of the reports shall be sent to the Marine Division for the ship's file.
- .24 Annex 3 establishes the requirements to be applied and documents to be used/issued by Surveyors to carry out the technical supervision and statutory certification of ships in service, in compliance with IMO International Conventions, Codes, and the Harmonized System of Survey and Certification (HSSC), according to IMO Resolution A.1140(31).
- .4 Extension the validity of Certificates.**
- .1 If at the time of expiration of certificates issued upon the basis of SOLAS-74 as amended MARPOL 73/88, LL-66/88, the ship is not in the port in which it shall be surveyed, the term of validity of the certificate may be extended by the flag State Administration. Such extension is granted only in order that the ship be capable to complete its voyage to the port in which it shall be surveyed and only in those cases when such extension is found to be necessary and justified. No certificate shall be extended for a period exceeding three (3) months. However,



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such extension does not provide the right to the ship arriving in the port in which it shall be surveyed to leave it without a new certificate.

- .2 If a ship is in a port where the required survey cannot be completed, and where the Convention allows the flag State Administration to extend the certificate when it is proper and reasonable to do so, the flag State Administration should be guided by the recommended conditions specified in the Technical Instructive PO02-TI10, Section 15.
- .3 Extension of the Cargo Ship Safety Construction certificate is made for the same period and on the same conditions as extension of the Classification certificates.

.5 Confirmation of Certificates.

- .1 Certificates issued on the basis of SOLAS-74 as amended, LL-66/88 and MARPOL 73/78 shall be confirmed at mandatory annual, periodical and intermediate surveys.
- .2 Statutory certificates cease to be valid if the annual, periodical or intermediate, as appropriate, or the inspection of the outside of the ship's bottom is not completed within the periods specified in the relevant regulation or article. The certificate which is no longer valid shall be cancelled.
- .3 After carrying out the above-mentioned surveys, a new certificate shall be issued, retaining the period of validity and time periods for the ship's submitting to the annual/periodical/intermediate surveys, and with the record of all the prescribed surveys carried out earlier.
- .4 The flag State Administration shall be informed, without delay, by the Marine Division about each case of such kind for taking preventive measures.

.6 Documents issued.

- .1 As a result of the ICS Class technical supervision, classification and statutory certification of ships in service, the ship documents are drawn up by the attending Surveyor after surveys, issued to ships and sent to the Operation Department, which confirm compliance with the requirements of the Classification Rules, International Conventions, Codes, and national regulations of the flag States, as applicable.
Scope and number of the ICS Class documents, their application, procedure for drawing them up, issuance and submittal can be found in the relevant ICS Class internal Procedures and Technical Instructives.
- .2 Survey results shall be recorded by the attending Surveyor in relevant survey report and verification list. By his records in reports and other documents the Surveyor shall confirm only what he saw and examined during the survey. None of the ICS Class documents can be issued to the ship without performance of a relevant survey except for the cases related to replacement of document as decided by the Marine Division and/or flag State Administration, submittal of duplicate documents by the shipowner's request.
- .3 During survey, the attending Surveyor shall record the results of examinations, inspections and tests performed with respect to the items of technical supervision in the survey reports of the ship.
- .4 The documents drawn up based on survey results (survey report, verification list) shall include sufficiently detailed description of the scope of survey carried out, results of measurements and tests, records of any malfunctions, damage and defects, repairs and replacements performed, technical condition of the supervised item by the completion of survey.
Any document issued by the ICS Class under the survey results, shall indicate the ship compliance with the applicable requirements of the Classification Rules and International Conventions, Codes, on the date of survey.



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- .5 The ICS Class basic classification document is the Hull Class Certificate and Machinery Class Certificate. Class certificates are issued in compliance with the Classification Rules, Chapter 1-Classification, Section 3.
- .6 For sea-going self-propelled ships not covered by the requirements of the International Convention SOLAS-74, as amended, with a gross tonnage of 100 and above, the following certificates are issued by ICS Class in compliance with national regulations of the flag States: Cargo Ship Safety Certificate, Cargo Ship Equipment Certificate and Cargo Ship Safety Radiotelephony Certificate.
- .7 For sea-going self-propelled ships with gross tonnage of below 100, all non-self-propelled ships, pleasure vessels, at the shipowner's request, the following certificates are issued by ICS Class: Certification of Safety Construction, Equipment and Radio, Certification for Oil, Sewage and Garbage Pollution and Certificate of Compliance for Pleasure Vessels of 6 meters in length and above.
- .8 On board the ship for which an International Load Line Certificate is issued in compliance with the LL-66/88 Convention, the ICS Class shall draw up and issue the Record of Conditions of Assignment of Load Lines.
- .9 The basic statutory documents (i.e., drawn up and issued by ICS Class on behalf of the flag State Administration) are certificates, records, permits prescribed by the relevant international conventions, codes and resolutions.
In addition, for ships covered by the provisions of the International Convention SOLAS-74, as amended, the ICS Class shall issue the Record of Approved Ship Safety Equipment as well as the Record of Approved GMDSS Radio Installation.
- .10 The Marine Division shall enter the relevant information into the Ship Survey Status for indicating: The certificates issued by ICS Class or the flag State Administration, the date of issue of documents and validity period, the date of surveys carried out, the due date of the next surveys, class notation, statutory remarks, conditions, etc.
- .11 Issuing of equivalent, conditional certificates and exemption certificates shall be regulated by the provisions of applicable international conventions, codes and Technical Instructive PO02-TI10, Section 10 and 11. Exemptions from the requirements of the International Conventions, Codes can only be issued by the relevant flag State Administration.
- .12 During the technical supervision, classification and statutory certification of a ship, ICS Class may fully or partially recognize documents issued by IACS members, technical supervisory bodies and other organizations, as appropriate.
- .13 Survey results and special requirements for class retention shall be entered in the classification certificates, when required.
- .14 Documents issued to the ship by ICS Class shall be kept on board and submitted to the attending Surveyor on his request.
- .15 ICS Class documents cease to be valid in cases mentioned in IMO Conventions. ICS Class is entitled to cancel or suspend the validity of its documents fully or partially in well-grounded cases.
- .16 Copies of documents issued by the attending Surveyor shall be kept at the Inspection Offices for in-service supervision. Copies of these documents shall be forwarded to the Operation Department for recording in the Ship's file. Ship's files are the ICS Class working materials with which representatives of the shipowner and persons or organizations representing the shipowner, as well as the supervising bodies, may be familiarized together with the ICS Class employees.



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The documents issued may be supplemented with photos, drawings, diagrams and other information, if the attending Surveyor finds it necessary.

- .17 In addition to the above, the purpose of recording in the Ship's file is to provide:
 - .1 Evidence that prescribed surveys have been carried out in accordance with the applicable Rules and mandatory requirements.
 - .2 Registration of surveys carried out with findings, scope of repairs/conversion/, modernization of the ship carried out, installation/replacing of the items of the ICS Class technical supervision etc., verification of class conditions and statutory remarks (requirements), etc.
 - .3 Documentary evidence of the survey performed. Survey results including actions taken shall be generated in a chronological sequence in order to be reviewed and verified.
 - .4 Information for planning of future surveys.
 - .5 The information collection, which may be used as input for improvement of the ICS Class Classification Rules and technical instructions.
- .18 Test and thorough examination of Lifting Appliance under ILO Convention N^o. 152 shall be carried out in accordance with Technical Instructive PO02-TI27. Register of Ship's Lifting Appliances is issued to ships after initial survey. Older registers shall be kept on board together with the newly issued. During special and annual surveys, the entries in the Register of Ship's Lifting Appliances shall be made regarding the surveys and tests being performed. In respect of cargo handling gear, relevant test certificates shall be drawn up during initial and periodical tests, repairs and component replacements. Records concerning the surveys carried out shall be made in the Register of Ship's Lifting Appliances and in the survey report. Certificates of Test and Thorough Examination of Lifting Appliances are issued to ships.

12. Issuance and endorsement of Certificates.

- .1 The types of certificates that shall be used/issued by the attending Surveyors to carry out the technical supervision, classification and statutory certification of ships in service, as applicable, in compliance with the Classification Rules and IMO International Conventions, Codes and the Harmonized System of Survey and Certification (HSSC), are the following:
 - .1 Interim Classification Certificates.
 - .2 Interim Statutory Certificates.
 - .3 Conditional Certificates.
 - .4 Exemption Certificates.
- .2 Upon satisfactory completion of the classification survey, the following interim classification certificates shall be issued by the attending Surveyor:
 - .1 Interim Hull Class Certificate.
 - .2 Interim Machinery Class Certificate.
- .3 Upon satisfactory completion of the statutory survey, the relevant interim statutory certificate shall be issued by the attending Surveyor, as specified in each Convention, Code in particular.
- .4 The interim certificates shall be issued valid for five (5) months counted from the completion date of the survey, in order to permit the ship to trade while the full-term certificates are prepared in the Marine Division.
- .5 Upon satisfactory completion of the mandatory annual, periodical and intermediate surveys, the relevant full-term certificates shall be confirmed/endorsed by the attending Surveyor, in accordance with Section 11.5 above.



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- .6 Where detainable deficiencies/defects (see definition 25) are found during survey, no interim or full-term certificate can be issued or endorsed until deficiencies permanently repaired or rectified in the port of survey.
- .7 If the detainable deficiency found is not permanently repaired or rectified in the port of survey, or temporarily compensated either as agreed between ICS Class and flag State Administration in their agreement or on a case-by-case basis, no interim or full-term certificate can be issued or endorsed.
- .8 The extension of the validity, or the consecutive issuance of an interim certificate is not permitted under any circumstances, without a prior authorization granted by the flag State Administration.
- .9 The interim certificates shall be identified in accordance with Section 13 below.
- .10 In cases where the condition of a ship or its equipment does not comply with the requirements of an International Convention or Code, the flag State Administration may authorize ICS Class to issue a Conditional Certificate, provided that the ship is fit to proceed to sea without harm to the ship, persons on board, or without presenting unreasonable threat of harm to the marine environment, allowing the ship to proceed to a port where the necessary repairs may be carried out.
- .11 The conditional certificates are issued by the attending Surveyor prior authorization granted by the flag State Administration. In no case may a conditional certificate be issued without an authorization granted by the Administration in advance.
- .12 The validity of a conditional certificate shall not exceed ninety (90) days. The flag State Administration will not authorize the extension or re-issuance of such conditional certificates and will not authorize extensions of statutory certificates exceeding ninety (90) days. In exceptional circumstances and previous a comprehensive evaluation by the Administration, it might be consider granting longer validity periods of conditional certificates, the extension or re-issuance of existing conditional certificates.
- .13 The conditional certificates shall be identified by the wording "Conditional Certificate" printed under the name of the certificate and all outstanding deficiencies/defects, with the details of any relevant requirements or conditions and the assigned due date for the time needed to rectify, shall be noted on or attached to the conditional certificate. Conditional certificates shall be identified in accordance with Section 13 below.
- .14 The issuance of a conditional certificate shall be carried out in accordance with Technical Instructive PO02-TI10 for surveys and certificates under HSSC, Section 10.
- .15 The exemption certificates are issued by the flag State Administration. The attending Surveyor is not authorized to issue any exemption certificate.
- .16 An exemption certificate is a temporary or permanent release from compliance with a statutory Convention requirement due to the existence of specific circumstances as authorized by the provisions of such Convention. The exemption certificate is linked to, and retained with, its associated statutory certificate.
- .17 The issuance of an exemption certificate is considered on a case-by-case basis formed on the existence of some measures of equivalency to meet the intent of the requirement being exempted and a recommendation from the ICS Class. Certain exemptions, when granted, are required to be communicated to the IMO.
- .18 The issuance of an exemption certificate shall be carried out in accordance with Technical Instructive PO02-TI10, Section 11.



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13. Identification and traceability of the documents issued.

- .1 To identify the status of a ship at all stages of its technical supervision, and in order to demonstrate that the classification and statutory certification of such ship was carried out in compliance with the applicable requirements, the interim and conditional certificates shall be identified with the following unique identification numbers:
 - .1 Certificate number.
 - .2 Authorization number.
- .2 With the same purpose of the paragraph 13.1 above, the survey reports used for the technical supervision, classification and statutory certification of the ship shall be identified with at least the following information:
 - .1 Ship's name.
 - .2 Ship's IMO number (unique identification number of the ship).
 - .3 Ship's port of registry.
 - .4 Date and place of the survey.
 - .5 Surveyor's name.
- .3 The interim certificates, with their forms, records and supplements, and the conditional certificates, shall be identified with a Certificate number with the following nomenclature: **ICS-21-XX-001**, where:
 - .1 Letters ICS, represent the initials of the name Intermaritime Certification Services.
 - .2 Number 21, represents the last two figures of the current year, in this case, the year 2021.
 - .3 Letters XX, represent the number of the Inspection Office or territorial Surveyor.
 - .4 Number 001, represents the consecutive number of the certificate issued.The Certificate number is issued and controlled by the Inspection Office or attending Surveyor.
- .4 In addition to paragraph 13.3 above, the interim and conditional certificates shall also be identified with the Authorization number issued by the Operation Department for each survey in particular with the following nomenclature: **A/21/001**, where:
 - .1 Letter A, represents the word Authorization.
 - .2 Number 21, represents the last two figures of the current year, in this case, the year 2021.
 - .3 Number 001, represents the consecutive number of the authorization issued.
- .5 The provisions of this Section shall be followed during the certification of the ISM Code, ISPS Code and MLC, 2006 on the ship/Company, in accordance with the following Technical Instructives, as applicable:
 - .1 PO02-TI06 for ISM Code-Company (DOC).
 - .2 PO02-TI07 for ISM Code-Ship (SMC).
 - .3 PO02-TI08 for ISPS Code.
 - .4 PO02-TI08 for ISPS Code.
 - .5 PO02-TI09 for MLC, 2006.



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14. Reporting to ICS Class Head Office.

- .1 As supporting documentation for the survey carried out on the ship, Annex 4 specifies the information records to be submitted by the attending Surveyor to the Operation Department for each type of survey/certification in particular. In all cases, copy of the previous class and statutory certificates, with their forms, records, supplements and pages with mandatory endorsements shall also be submitted, except where the certificates mentioned above, have been issued by ICS Class.
- .2 During the verification of the survey/certification carried out on the ship, including the information records submitted by the attending Surveyor in accordance with Annex 4, the Marine Division may request other relevant documentation as it deems necessary.
- .3 The Advice for completion of survey shall be submitted by the attending Surveyor to the Operation Department within a period of five (5) days counted from the completion date of the survey.
- .4 The information records prescribed in Annex 4 shall be submitted by the attending Surveyor to the Operation Department within a period of thirty (30) days counted from the completion date of the survey.
- .5 No full-term certificate will be issued by the Marine Division until:
 - .1 The information records are received in their entirety by the Operation Department in accordance with Annex 4, including any additional information requested by the Marine Division.
 - .2 The results of the survey completed on the ship, including the information records submitted by the attending Surveyor in accordance with Annex 4, are fully reviewed and verified by the technical personnel of the Marine Division.
- .6 All information records submitted by attending Surveyors coming from the technical supervision, classification and statutory certification of ships, shall be received, processed, verified, controlled and preserved by the Operation Department in accordance with Procedure PA02-P01 for planning and operational control of services.
- .7 The information records that shall be submitted by the attending Auditor/Inspector to the Operation Department, supporting the certification of the ISM Code, ISPS Code and MLC, 2006, on the ship/Company, are specified in the following Technical Instructives, as applicable:
 - .1 PO02-TI06 for ISM Code-Company (DOC).
 - .2 PO02-TI07 for ISM Code-Ship (SMC).
 - .3 PO02-TI08 for ISPS Code.
 - .4 PO02-TI08 for ISPS Code.
 - .5 PO02-TI09 for MLC, 2006.

15. Follow-up and measurement of the results.

- .1 Compliance with this Procedure is monitored, measured, analyzed and evaluated by the technical personnel of the Marine Division through the review and verification of the results of the following activities, related to the technical supervision of ships in service.
 - .1 Provisional classification and statutory certification.
 - .2 Monitoring of the full-term classification and statutory certification.
 - .3 Preparation of the technical supervision, classification and statutory certification.
 - .4 Technical supervision in compliance with Rules.
 - .5 Technical supervision in compliance with IMO International Conventions and Codes.



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- .6 Issuance, confirmation and extension the validity of Certificates.
- .7 Identification and traceability of the documents issued.
- .8 Provision the records of information to ICS Class Head Office.

16. Follow-up and measurement resources.

- .1 Compliance with this Procedure is 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, carried out by the technical personnel of the Marine Division, are reviewed, verified, approved and released by the Principal Surveyor.

17. Applicable Forms.

- .1 The applicable forms (documents) that shall be used/issued by attending Surveyors to facilitate survey planning, to conduct survey, and to document the results of such survey, are specified in Annex 2 and Annex 3 of this Procedure, as applicable.
- .2 The applicable forms that shall be used/issued by attending Auditors/Inspectors to carry out the certification of the ISM Code, ISPS Code and MLC, 2006, on the ship/Company, are specified in the following Technical Instructives, as applicable:
 - .1 PO02-TI06 for ISM Code-Company (DOC).
 - .2 PO02-TI07 for ISM Code-Ship (SMC).
 - .3 PO02-TI08 for ISPS Code.
 - .4 PO02-TI08 for ISPS Code.
 - .5 PO02-TI09 for MLC, 2006.

18. Documented information revoked.

- .1 P-CI-03(I)-Procedure for the survey and interim certification, version 01, Rev. 9 (06/2016).

19. Records.

- .1 The necessary information records to ensure and demonstrate that the technical supervision, classification and statutory certification of ships in service is carried out effectively, in compliance with the applicable requirements, are specified in Annex 4 of this Procedure for each type of survey/certificate in particular.

20. Annexes.

- Annex 1-Criteria for accepting ships under the classification and statutory certification of ICS Class.
- Annex 2-Requirements and documents to carry out the technical supervision and classification of ships in service, in compliance with the Classification Rules.
- Annex 3-Requirements and documents to carry out the technical supervision and statutory certification of ships in service, in compliance with IMO International Conventions, Codes, and the HSSC.
- Annex 4-Information records to be submitted to ICS Class Head Office.



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Annex 1

Criteria for accepting ships under the classification and statutory certification of ICS Class

1. The ships listed below will not be accepted under the classification and statutory certification of ICS Class, unless, at the proposal of the Marine Division, they are authorized by the General Manager of ICS Class on a case-by-case basis.
 - .1 Ships 50 years of age or older.
 - .2 Passenger ships.
 - .3 Oil tankers 40 years of age or older.
 - .4 Single hull oil tankers (sides or bottoms), regardless of the delivery date, deadweight and type of oil to be carried.
 - .5 Ships carrying dangerous chemicals in bulk, in accordance with BCH and IBC Codes.
 - .6 Ships carrying liquefied gases in bulk, in accordance with IGC Code.
 - .7 Ships carrying INF cargo, in accordance with INF Code.
 - .8 Ships for special purpose, in accordance with SPS Code.
 - .9 Ships operating in Polar Waters, in accordance with Polar Code.
 - .10 Ships under construction.
 - .11 Ships detained on three times by the State Port Control in the last 12 months.
 - .12 Ships intend to change the class or flag for technical and safety reasons, unless the new flag State has full knowledge and evidences on the technical and operational condition of the ship and, in consequently, the new flag State has issued a prior written authorization.
 - .13 Ships cancelled by the previous RO or flag State, for the following reasons:
 - .1 Deficiencies overdue without properly correction.
 - .2 Emergency occurrences on board not investigated and resolved.
 - .3 Deficient technical performance with the flag State or Port State Control.
 - .14 Ships sanctioned or remarked in OFAC Sanctions Lists.
 - .15 Ships with undue term of settling accounts with ICS Class.

Non-acceptance means that: No type of survey, verification or inspection can be carried out on ships listed above without the prior authorization of the General Manager of ICS Class.

2. The ships listed below will not be accepted under the classification and statutory certification of ICS Class, until the risk of detention of such ship by the Port Authorities is evaluated and mitigated, in accordance with Procedure PO02-P05, Section 17.
 - .1 Ships 40 years of age or older, other than oil tankers, regardless of previous RO.
 - .2 Ships 35 years of age or older, unless the previous RO is an IACS member.
 - .3 Double hull oil tanker 35 years of age or older, regardless of previous RO.
 - .4 Double hull oil tanker 30 years of age or older, unless the previous RO is an IACS member.
 - .5 Ships twice detained by the State Port Control in the last 12 months.
 - .6 Ships operating in a Company (DOC) that, in the last 12 months, has registered three detentions by the Port State Control to the ships that operate under its management.
 - .7 Ships whose current or previous flag State is blacklisted in any Memorandum of Understanding.
 - .8 Other ships, subject to the Marine Division criteria, on a case-by-case basis.

Non-acceptance means that: No type of survey, verification or inspection can be carried out on ships listed above without first performing the required risk assessment.



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Annex 2

Requirements and documents to carry out the technical supervision and classification of ships in service, in compliance with the Classification Rules

Survey of:	Requirements to be applied (As applicable for type and scope of survey) (See notes below)	Documents to be used/issued by attending Surveyor (Depending of type of survey for issuing or endorsement the relevant Certificate)
Assignment and verification of freeboard.	Convention LL 66/88. Guidelines, Part II, Section 2.	Load Line Certificate. See ILL Certificate in Annex 3 below.
Verification of the ship stability.	Rules, Chapter 4. Convention SOLAS, Chapter II-1, Reg. 5-1 and 5-1.2. Guidelines, Part II, Section 3.	Stability Booklet Approval Certificate.
Verification of damaged stability.	Rules, Chapter 5. Guidelines, Part II, Section 4.	Information on Damaged Trim and Stability Approval Certificate.
Underwater part of the ship (dry dock survey).	Resolution A.1140(31), Annex 1, Section 3 (B). TI-PO02-TI03.	Dry Dock/IWS Survey Report.
Propeller shaft and tube shafts.	TI-PO02-TI04.	Propeller Shaft Survey Report.
Ship's hull (for hull classification).	Rules, Chapter 1. Rules, Chapter 2. URZ, Z7.1, Z7.2, Z10.1, Z10.2, Z10.3, Z10.4, Z10.5, as applicable for type of ship. Guidelines, Part II, Section 11.	Hull Class Certificate. Hull-Initial Survey Report. Hull-Special Survey Report. Hull-Annual/Intermediate Survey Report. Hull, Machinery, Electrical Equipment-Occasional Survey Report.
Ship's equipment, arrangement and outfit.	Rules, Chapter 3. Guidelines, Part II, Section 12.	None.
Fire protection.	Rules, Chapter 6. Guidelines, Part II, Section 13.	None.
Machinery installation and electrical equipment (for machinery classification).	Rules, Chapter 1. Rules, Chapter 7. Rules, Chapter 9. Rules, Chapter 11. URZ18. Guidelines, Part II, Section 14. Guidelines, Part II, Section 16.	Machinery Class Certificate. Machinery-Initial Survey Report. Electrical Equipment-Initial Survey Report. Machinery-Special Survey Report. Electrical Equipment-Special Survey Report. Machinery-Annual/Intermediate Survey Report. Electrical Equipment-Annual/Intermediate Survey Report. Hull, Machinery, Electrical Equipment-Occasional Survey Report.
Refrigerating plants.	Rules, Chapter 12. Guidelines, Part II, Section 15.	Refrigerating Installation-Class certificate. Refrigerating Installation-Initial and Renewal Survey Report. Refrigerating Installation-Annual and Intermediate Survey Report. Refrigerating Installation-Occasional Survey Report.
Test and thorough examination of lifting appliances.	Guidelines, Part II, Section 22. TI-PO02-TI28.	Lifting Appliances/Test and Examination. Lifting Appliances/Survey Report. Register of Ship's Lifting Appliances.



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Notes:

1. **Rules:** ICS Class-Rules for the Classification and Construction of Ships. These “Classification Rules” prescribe the conditions that the ship shall meet to obtain the ICS Class classification, including the “**scope and requirements**” on the surveys for issuing, confirmation and renewal of classification certificates and other documents prescribed by the Rules. These Rules comprise the General Regulation for the Supervision and the following fifteen (15) Chapters:
 - .1 Classification.
 - .2 Hull.
 - .3 Equipment, Arrangements and Outfit.
 - .4 Stability.
 - .5 Subdivision.
 - .6 Fire Protection.
 - .7 Machinery Installation.
 - .8 Pumping and Piping.
 - .9 Machinery.
 - .10 Boilers.
 - .11 Electrical Equipment.
 - .12 Refrigerating Plants.
 - .13 Materials.
 - .14 Welding.
 - .15 Automation.
2. **Guidelines:** ICS Class-Guidelines on Technical Supervision of Ships in Service. These “Guidelines for Supervision”, Part II, set down the “**procedures and methods**” of surveying ships and their items for the purpose of assigning, confirmation and renewal of class certificates, in accordance with the Classification Rules.
3. **CSR:** IACS-Common Structural Rules for Bulk Carriers and Oil Tankers. These Rules are available for their use and consultation in the latest version of **Lloyd’s Register Rulefinder, Section “Common Structural Rules”** installed in all ICS Class Inspection Offices.
4. **URZ:** IACS-Unified Requirements concerning Survey and Certification:
 - Z7-Hull Classification Surveys.
 - Z7.1-Hull Surveys for General Dry Cargo Ships.
 - Z7.2-Hull Surveys for Liquefied Gas Carriers.
 - Z10.1-Hull Surveys of Oil Tankers.
 - Z10.2-Hull Surveys of Bulk Carriers.
 - Z10.3-Hull Surveys for Chemical Tankers.
 - Z10.4-Hull Surveys of Double Hull Oil Tankers.
 - Z10.5-Hull Surveys of Double Skin Bulk Carriers.
 - Z18-Survey of Machinery.
5. **Ti:** ICS Class-Technical Instructive, as listed in Section 4 of this Procedure.



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Annex 3

Requirements and documents to carry out the technical supervision and statutory certification of ships in service, in compliance with IMO International Conventions, Codes, and the HSSC (IMO Resolution A.1140(31), as amended)

Survey for issuing/endorsement of:	Requirements to be applied (As applicable for type and scope of survey) (See notes below)	Documents to be used/issued by attending Surveyor (Depending of type of survey for issuing or endorsement the relevant Certificate)
Passenger Ship Safety Certificate (PSSC).	Convention SOLAS 74/88, Reg. 12. Resolution A.1140(31), Annex 1, Section 5 (P). Guidelines, Part III, Section 5.	PSSC Certificate. Record of Equipment for the PSSC (Form P). Record of Approved (Passenger ship). Survey Report for PSSC.
International Load Line Certificate (ILL).	Convention LL 66/88, Article 19. Resolution A.1140(31), Annex 2, Section 1 (L). Guidelines, Part III, Section 6.	ILL Certificate. Record of Conditions of Assignment. Survey Report for CSSC and ILL.
Cargo Ship Safety Construction Certificate (CSSC).	Convention SOLAS 74/88, Reg. 12. Resolution A.1140(31), Annex 1, Section 2 @. Guidelines, Part III, Section 3.	CSSC Certificate. Survey Report for CSSC and ILL.
Inspection of the outside of the ship's bottom of cargo ships (dry dock survey).	Resolution A.1140(31), Annex 1, Section 3 (B). TI-PO02-TI03.	Dry Dock/IWS Survey Report.
Cargo Ship Safety Equipment Certificate (CSSE).	Convention SOLAS 74/88, Reg. 12. Resolution A.1140(31), Annex 1, Section 1 @. Guidelines, Part III, Section 2.	CSSE Certificate. Record of Equipment for the CSSE (Form E). Record of Approved for CSSE. Survey Report for CSSE.
Cargo Ship Safety Radio Certificate (CSSR).	Convention SOLAS 74/88, Reg. 12. Resolution A.1140(31), Annex 1, Section 4 @. Guidelines, Part III, Section 4.	CSSR Certificate. Record of Equipment for the CSSR (Form R). Record of Approved for GMDSS radio installation. Survey Report for CSSR.
International Oil Pollution Prevention Certificate (IOPP).	Convention MARPOL, Annex I, Reg. 7. Resolution A.1140(31), Annex 3, Section 1 (O). Guidelines, Part III, Section 8.	IOPP Certificate. Record of Construction and Equipment for Ships other than Oil Tankers (Form A). Record of Construction and Equipment for Oil Tankers (Form B). Survey Report for IOPP.
International Pollution Prevention Certificate for the Carriage of Noxious Liquid Substances in Bulk (NSL).	Convention MARPOL, Annex II, Reg. 9. Resolution A.1140(31), Annex 3, Section 2 (N). Guidelines, Part III, Section 11.	NLS Certificate. Record of Construction for Ships Carrying Dangerous Chemical in Bulk-Including MARPOL Annex II (NLS). Chemical Tankers Survey Report-Including MARPOL Annex II (NLS).



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Survey for issuing/endorsement of:	Requirements to be applied (As applicable for type and scope of survey) (See notes below)	Documents to be used/issued by attending Surveyor (Depending of type of survey for issuing or endorsement the relevant Certificate)
Shipboard Marine Pollution Emergency Plan for Noxious Liquid Substances (SMPEP) Approval Certificate.	Convention MARPOL, Annex II, Reg. 17.	SMPEP Approval Certificate.
International Sewage Pollution Prevention Certificate (ISPP).	Convention MARPOL, Annex IV, Reg. 5. Resolution A.1140(31), Annex 3, Section 3 (S). Guidelines, Part III, Section 9.	ISSP Certificate. Survey Report for ISPP.
Statement of Compliance for Garbage Pollution Prevention from Ships (SOC/GPP).	Convention MARPOL, Annex V. Not mandatory. Voluntary at the shipowner's request. TI-PO02-TI19.	SOC/GPP. Survey Report for the issuance of SOC/GPP.
International Air Pollution Prevention Certificate (IAPP) and International Energy Efficiency Certificate (IEEC).	Convention MARPOL, Annex VI, Reg. 6. Resolution A.1140(31), Annex 3, Section 4 (A). TI-PO02-TI27.	IAPP Certificate. Supplement to IAPP. Survey Report for IAPP. IEEC Certificate. Supplement to IEEC.
Engine International Air Pollution Prevention Certificate (EIAPP) for each marine engine, required to be certified.	Convention MARPOL, Annex VI, Reg.13. NOx Technical Code, Chapter 2.1. Resolution A.1140(31), Annex 3, Section 4 (A). TI-PO02-TI27.	EIAPP Certificate. Supplement to EIAPP.
International Ballast Water Management Certificate (IBWMC), or Statement of Compliance-Ballast Water Management Certificate (BWMC-SOC).	BWM Convention, Reg. E-2. Resolution A.1140(31), Annex 4, Section 1 (B). TI-PO02-TI26.	IBWMC Certificate. IBWMC Survey Report.
International Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk (IBC Code)	IBC Code or BCH Code, as applicable. Resolution A.1140(31), Annex 5, Section 1 (D). Guidelines, Part III, Section 12.	IBC Code Certificate. Record of Construction for Ships Carrying Dangerous Chemical in Bulk. Chemical Tankers Survey Report-Including MARPOL Annex II (NLS).
International Certificate of Fitness for the Carriage of Liquefied Gases in Bulk (IGC Code).	IGC Code. Resolution A.1140(31), Annex 5, Section 2 (G). Guidelines, Part III, Section 13.	IGC Code Certificate. Gas Carriers Survey Report.
Certificate of Compliance for the Carriage of Solid Bulk Cargoes (IMSBC Certificate of Compliance).	Convention SOLAS, Chapter VI. IMSBC Code. TI-PO02-TI24.	IMSBC Certificate of Compliance. Supplement to the IMSBC Certificate of Compliance. IMSBC Survey Report.
Document of Compliance-Special Requirements for Ships carrying Dangerous Goods (IMDG Document of Compliance).	Convention SOLAS, Chapter VII. IMDG Code. Convention SOLAS, Chapter II-2, Reg. 19 or 54. TI-PO02-TI25.	IMDG Document of Compliance. IMDG Survey Report under Regulation II-2/19, or IMDG Survey Report under Regulation II-2/54.



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Survey for issuing/endorsement of:	Requirements to be applied (As applicable for type and scope of survey) (See notes below)	Documents to be used/issued by attending Surveyor (Depending of type of survey for issuing or endorsement the relevant Certificate)
Mobile Offshore Drilling Unit Safety Certificate (MODU Certificate).	MODU Code 79/89/2009, as applicable.	MODU Safety Certificate. Survey Report for MODU Certificate.
International Tonnage Certificate (ITC).	Convention ITC 69, Article 7.	ITC Certificate.
Certification of the Inventory Hazardous Material (IHM).	Hong Kong Convention, 2009. TI-PO02-TI11.	IHM Statement of Compliance. IHM Survey Report.
Certificate of Inspection of Crew Accommodation (CICA).	ILO Conventions No. 92, 126 and 133. ILO Convention MLC, 2006, Reg. 3.2. TI-PO02-TI05.	CICA Certificate. CICA Record of Approved (RACAD). CICA Survey Report.
Stability Booklet Approval Certificate (SB).	Rules, Chapter 4. Convention SOLAS, Chapter II-1, Reg. 5-1 and 5-1.2. Guidelines, Part II, Section 3.	SB Approval Certificate.
Loading Manual Approval Certificate (LM).	Convention LL 66/88, Reg. 10(1). Convention SOLAS 74/88, Chapter VI, Reg. 7.2. TI-PO02-TI24.	LM Approval Certificate.
Cargo Securing Manual (CSM).	Convention SOLAS 74/88, Chapter VI, Reg. 5. Convention SOLAS 74/88, Chapter VII, Reg. 5. CSS Code. MSC.1/Circular 1353/Rev.1, as amended.	CSM Approval Certificate. Checklist for the Approval of the Cargo Securing Manual.
Fire Control Plan (FCP).	Convention SOLAS 74/88, Chapter II-2, Reg. 15.2.4.	FCP Approval Certificate.
Shipboard Oil Pollution Emergency Plan (SOPEP) Approval Certificate.	Convention MARPOL, Annex I, Reg. 37.	SOPEP Approval Certificate.
Shipboard Marine Pollution Emergency Plan for Noxious Liquid Substances (SMPEP) Approval Certificate.	Convention MARPOL, Annex II, Reg. 17.	SMPEP Approval Certificate.
Statement of Conformance for the Ship Energy Efficiency Management Plan (SEEMP Part I).	Convention MARPOL, Annex VI, Reg.22. Resolution A.1140(31), Annex 3, Section 4 (A). TI-PO02-TI27. TI-PO02-TI12.	SOC-SEEMP Part I. SEEMP Part I Review Checklist.
Confirmation of Compliance for the Ship Fuel Oil Consumption Data Collection Plan (SEEMP Part II). Statement of Compliance for Fuel Oil Consumption Reporting (SOC-FOCR).	Convention MARPOL, Annex VI, Reg.22A. Resolution A.1140(31), Annex 3, Section 4 (A). TI-PO02-TI27. TI-PO02-TI13.	COC-SEEMP Part II. Checklist for Review SEEMP Part II. SOC-FORC.
Ballast Water Management Plan (BWMP).	BWM Convention. TI-PO02-TI26.	BWMP Approval Certificate. BWMP Approval Checklist.



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Survey for issuing/endorsement of:	Requirements to be applied (As applicable for type and scope of survey) (See notes below)	Documents to be used/issued by attending Surveyor (Depending of type of survey for issuing or endorsement the relevant Certificate)
ESP-Bulk Carriers having single-side skin construction.	2011 ESP Code, Part A of Annex A. CSR for Bulk Carriers and Oil Tankers. TI-PO02-TI20.	Renewal Survey Report-Single Skin Bulk Carriers. Intermediate Survey Report-Single Skin Bulk Carriers. Annual Survey Report-Single Skin Bulk Carriers. Condition Evaluation Report (Executive Hull Summary Report). Survey planning questionnaire, Survey programme and Thickness Measurements Report shall be endorsed.
ESP-Bulk Carriers having double-side skin construction.	2011 ESP Code, Part B of Annex A. CSR for Bulk Carriers and Oil Tankers. TI-PO02-TI21.	Renewal Survey Report-Single Skin Bulk Carriers. Intermediate Survey Report-Single Skin Bulk Carriers. Annual Survey Report-Single Skin Bulk Carriers. Condition Evaluation Report (Executive Hull Summary Report). Survey planning questionnaire, Survey programme and Thickness Measurements Report shall be endorsed.
ESP-Double-Hull Oil Tankers.	2011 ESP Code, Part A of Annex B. CSR for Bulk Carriers and Oil Tankers. TI-PO02-TI22.	Renewal Survey Report-Double Hull Oil tankers. Intermediate Survey Report-Double Hull Oil Tankers. Annual Survey Report-Double Hull Oil Tankers. Condition Evaluation Report (executive hull summary report). Survey planning questionnaire, Survey programme and Thickness Measurements Report shall be endorsed.
ESP-Oil Tankers other than double-hull oil tankers.	2011 ESP Code, Part B of Annex B. CSR for Bulk Carriers and Oil Tankers. TI-PO02-TI23.	Renewal Survey Report- Oil Tankers other than double-hull. Intermediate Survey Report-Oil Tankers other than double-hull. Annual Survey Report-Oil Tankers other than double-hull. Condition Evaluation Report (executive hull summary report). Survey planning questionnaire, Survey programme and Thickness Measurements Report shall be endorsed.



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Notes:

1. **IMO Resolution A.1140(31)**-Survey Guidelines Under the Harmonized System of Survey and Certification (HSSC), 2019, as amended. These Guidelines provides the “**scope and requirements**” on the survey for issuing, confirmation and renewal of statutory certificates and other documents prescribed by the relevant Conventions and Codes. For this purpose, these Guidelines comprise the following five (5) Annexes:
 - .1 Survey Guidelines under the 1974 SOLAS Convention, as modified by the 1988 Protocol relating thereto.
 - .2 Survey Guidelines under the 1966 LL Convention, as modified by the 1988 Protocol relating thereto.
 - .3 Survey Guidelines under the MARPOL Convention.
 - .4 Survey Guidelines under the International Convention for the Control and Management of Ship’s Ballast Water and Sediments, 2004.
 - .5 Survey Guidelines under mandatory Codes.
2. **2011 ESP Code**-Based on IMO Resolution MSC.461(101) “Amendments to the International Code on the Enhanced Programme of Inspections during surveys of bulk carriers and oil tankers, 2011, as amended.
3. **Guidelines**: ICS Class-Guidelines on Technical Supervision of Ships in Service. These “Guidelines for Supervision”, Part III, set down the “**procedures and methods**” of surveying ships and their items for the purpose of assigning, confirmation and renewal of statutory certificates, in accordance with the IMO Conventions and Codes.
4. **TI**: ICS Class-Technical Instructive, as listed in Section 4 of this Procedure.
5. The IMO/ILO Conventions, Codes, Resolutions, Publications and Documents are available for their use and consultation in the latest version of **Lloyd’s Register Rulefinder, Section “Statutory Documents”** installed in all ICS Class Inspection Offices.



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Annex 4 Information records to be submitted to ICS Class Head Office

Type of certification	Information records to be submitted, as applicable (Depending of type of survey for issuing or endorsement the relevant Certificate) (See notes below)
Approval Stability Booklet.	Interim approval certificate issued, stability booklet, including tables/curves, and any additional documentation/information as required by the Marine Division during the verification of the approval process.
Approval Cargo Securing Manual.	Interim approval certificate issued, cargo securing manual, and any additional documentation/information as required by the Marine Division during the verification of the approval process.
Approval Damage Control Plan.	Interim approval certificate issued, damage control plan, and any additional documentation/information as required by the Marine Division during the verification of the approval process.
Approval Fire Control Plan.	Interim approval certificate issued, fire control plan, and any additional documentation/information as required by the Marine Division during the verification of the approval process.
Approval Loading Manual.	Interim approval certificate issued, loading manual, and any additional documentation/information as required by the Marine Division during the verification of the approval process.
Approval SOPEP.	Interim approval certificate issued, SOPEP, and any additional documentation/information as required by the Marine Division during the verification of the approval process.
Approval SMPEP.	Interim approval certificate issued, SMPEP, and any additional documentation/information as required by the Marine Division during the verification of the approval process.
Approval SEEMP Part I.	Interim SOC-SEEMP Part I issued, SEEMP Part I, checklist for review SEEMP Part I, patent of navigation, ship SMC valid and Company DOC valid.
Approval SEEMP Part II.	SEEMP (Part I and Part II), patent of navigation, ship SMC valid, Company DOC valid, international tonnage certificate, IAPP certificate with supplement or EIAPP with supplement with information about emission sources, technical information regarding boiler (capacity, power), characteristics of the flow-meter and calibration certificate (if fuel method 2), example of documents used of monitoring/report (logbook, reports, etc., as indicated in SEEMP Part II), any procedure mentioned in SEEMP Part II, and any documentation as required by the Marine Division or VERIFAVIA during review process.
Approval Ballast Water Management Plan (BWMP).	Under Resolution A.868(20): Interim approval certificate issued, BWMP, approval checklist, valid IOPP full-term certificate. Under Resolution MEPC.127(53): BWMP, checklist for review and approval, valid IOPP full-term certificate.
Approval STS operation plan (MARPOL, Annex I).	Interim approval certificate issued, verification checklist for POAC, ship to ship (STS) transfer operation plan, and any additional documentation/information as required by the Marine Division during the verification of the approval process.
Approval CBT, COW, P & A Manual, ODMC (MARPOL, Annex I).	Interim approval certificate issued, type test or type approval certificate, as applicable, and any additional documentation/information as required by the Marine Division during the verification of the approval process.
Approval Grain Code.	Interim approval certificate issued, grain loading manual, grain loading stability, and any additional documentation/information as required by the Marine Division during the verification of the approval process.
Dry-Dock Survey.	Dry dock/IWS report, dry-dock report from shipyard with the works and repairs carried out on the ship, thickness measurement report, approval certificate of thickness measurement firm, class certificates and CSSC endorsed at dry-dock survey, and any additional documentation/information as required by the Marine Division during the verification of the survey/certification process.
Propeller Shaft Survey.	Propeller shaft survey report, dry-dock report issued by shipyard, and any additional documentation/information as required by the Marine Division during the verification of the survey/certification process.



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Type of Certification	Information records to be submitted, as applicable (Depending of type of survey for issuing or endorsement the relevant Certificate) (See notes below)
International Anti-Fouling System Certificate (IAFS).	Interim certificate issued, record issued or endorsed, checklist, approval certificate of paint type, paint scheme and data sheet, paint inspector or shipyard statement of application, previous AFS, and any additional documentation/information as required by the Marine Division during the verification of the survey/certification process.
Certification for IHM (HKC, 2009).	Interim certificate issued, survey report, ship CSSC, IOPP, SMC valid, Company DOC valid, IHM Part I (all pages), location diagram of hazardous materials, HazMat expert certification.
ESP inspection (for bulk carrier and oil tanker).	Survey planning questionnaire, survey programme, survey report, interim hull class certificate issued, thickness measurement report, approval certificate of thickness measurement firm, approval certificate of the software used for the longitudinal strength ship evaluation, approval certificate of the technical personnel and or firm that carried out the longitudinal strength ship evaluation and condition evaluation report (executive hull summary report).
Certificate of Inspection of Crew Accommodation (CICA).	Interim certificate issued, record of approved for crew accommodation details (RACAD), survey report, patent of navigation, previous CICA, annual tax receipt, form E/CSSE (when number of crew members increased), full term of CSSC certificate, general arrangement plan.
Passenger Ship Safety Certificate (PSSC).	Interim certificate issued, record of equipment (Form P), record of approved, survey report, conditional certificates, exemption certificates, shore-based maintenance agreement for radio equipment, certificates for inspection, maintenance and testing of life-saving appliances and arrangements, fire-fighting equipment and system, radio communication equipment, detection system, alarm system, AIS, LRIT, VDR/S-VDR, BNWAS, navigational system, and any additional documentation/information as required by the Marine Division during the verification of the survey/certification process. See Note N°.1 below.
International Load Lines Certificate (ILL).	Interim certificate issued or full-term endorsed, record of condition of assignment, survey report, freeboards calculation, conditional certificates, exemption certificates, and any additional documentation/information as required by the Marine Division during the verification of the survey/certification process. See Note N°.1 below.
Cargo Ship Safety Construction Certificate (CSSC).	Interim certificate issued or full-term endorsed, survey report, confirmation and evidences of the last two (2) inspections of the outside of the ship's bottom (dry-dock report from shipyard, representative pictures, thickness measurements report, etc.), conditional certificates, exemption certificates, and any additional documentation/information as required by the Marine Division during the verification of the survey/certification process. See Note N°.1 below.
Cargo Ship Safety Equipment Certificate (CSSE).	Interim certificate issued or full-term endorsed, record of equipment (Form E), record of approved, survey report, conditional certificates, exemption certificates, certificates for inspection, maintenance and testing of: life-saving appliances and arrangements, fire-fighting equipment and system, detection system, alarm system, AIS, LRIT, VDR/S-VDR, BNWAS, shipborne navigational equipment, lighting system, emergency equipment and system, approval certificates for services suppliers/providers, and any additional documentation/information as required by the Marine Division during the verification of the survey/certification process. See Note N°.1 below.
Cargo Ship Safety Radio Certificate (CSSR).	Interim certificate issued or full-term endorsed, record of equipment (Form R), record of approved for GMDSS radio installation, survey report, conditional certificates, exemption certificates, shore-based maintenance agreement for radio equipment, certificates for inspection, maintenance and testing of: radio communication equipment, valid radio license, valid radio operators certificates of competence, search and rescue locating device, approval certificate of the radio technician, EPIRB annual test report, and any additional documentation/information as required by the Marine Division during the verification of the survey/certification process. See Note N°.1 below.



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Type of Certification	Information records to be submitted, as applicable (Depending of type of survey for issuing or endorsement the relevant Certificate) (See notes below)
International Oil Pollution Prevention Certificate (IOPP-MARPOL, Annex I).	Interim certificate issued or full-term endorsed, record of construction and equipment (Form A or B), survey report, conditional certificates, exemption certificates, certificates for inspection and testing of oil filtering equipment (OFE), oil discharge monitoring and control system (ODM-oil tanker), oil-water interface detector (oil tanker), SOPEP approval certificate, and any additional documentation/information, as required by the Marine Division during the verification of the survey/certification process. See Note N ^o .1 below.
International Pollution Prevention Certificate for the Carriage of Noxious Substances in bulk (NLS-MARPOL, Annex II).	Interim certificate issued or full-term endorsed, record of construction for ships carrying dangerous chemical in bulk-including MARPOL II (NLS), chemical tankers survey report-including MARPOL II (NLS), conditional certificates, exemption certificates, and any additional documentation/information as required by the Marine Division during the verification of the survey/certification process. See Note N ^o .1 below.
International Sewage Pollution Prevention Certificate (ISPP-MARPOL, Annex IV).	Interim certificate issued, survey report, approval certificate for sewage treatment plant/comminuting/disinfectant, rate of discharge of untreated sewage approved, conditional certificates, exemption certificates, and any additional documentation/information as required by the Marine Division during the verification of the survey/certification process. See Note N ^o .1 below.
Prevention of Pollution by Garbage from Ships (SOC/GPP-MARPOL, Annex V-not mandatory)	Interim certificate issued or full-term endorsed, survey report, ship IOPP valid, the cover page of the garbage management plan and the discharge records (3 pages at least), photos of each garbage placards (making the location), photos showing the storage place of each garbage container, documents related to the garbage processing (disposal) equipment, if any (photos showing the full view and the nameplate of each garbage disposal equipment, approval certificate of garbage treatment plant, approval certificate of incinerator), and any additional documentation/information as required by the Marine Division during the verification of the survey/certification process. See Note N ^o .1 below.
International Air Pollution Prevention Certificate (IAPP-MARPOL, Annex VI).	Interim certificate issued or full-term endorsed, supplement, survey report, conditional certificates, exemption certificates, approval certificate of incinerators, approval certificate of EGC system (scrubbers), bunker delivery note, and any additional documentation/information as required by the Marine Division during the verification of the survey/certification process. See Note N ^o .1 below.
International Energy Efficiency Certificate (IEEC-MARPOL, Annex VI).	Interim certificate issued, supplement, approval certificate of SEEMP Part I, EEDI technical file with identification and verification number/date, and any additional documentation/information as required by the Marine Division during the verification of the survey/certification process.
Engine International Air Pollution Prevention Certificate (EIAPP-MARPOL, Annex VI, NOx Technical Code).	Interim certificate issued, supplement, engine technical file, previous EIAPP, and any additional documentation/information as required by the Marine Division during the verification of the survey/certification process.
Certificate of Compliance for the carriage of solid bulk cargoes (IMSBC-Code).	Interim certificate issued or full-term endorsed, supplement, survey report, ship CSSC valid, conditional certificates, exemption certificates, approval certificate of loading manual, approval certificate of trim and stability manual, and any additional documentation/information as required by the Marine Division during the verification of the survey/certification process.
Document of compliance-Ships carrying dangerous goods (IMDG-Code).	Interim certificate issued or full-term endorsed, record of construction and equipment, survey report, certificates for inspection, maintenance and testing of fire-fighting equipment and system (water supplies, portable fire extinguishers, water spray system), detection system and fire alarm system (ro-ro cargo spaces), personnel protection, ship CSSC and IMSBC valid, conditional certificates, exemption certificates and any additional documentation/information, as required by the Marine Division during the verification of the survey/certification process.



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Type of Certification	Information records to be submitted, as applicable (Depending of type of survey for issuing or endorsement the relevant Certificate) (See notes below)
International Certificate of Fitness for the Carriage of Dangerous Chemicals in Bulk (IBC Code).	Interim certificate issued or full-term endorsed, record of construction for ships carrying dangerous chemical in bulk, chemical tankers survey report-including MARPOL II (NLS), conditional certificates, exemption certificates, and any additional documentation/information as required by the Marine Division during the verification of the survey/certification process. See Note N ^o .1 below.
International Certificate of Fitness for the Carriage of Liquefied Gases in Bulk (IGC Code).	Interim certificate issued or full-term endorsed, survey report, conditional certificates, exemption certificates, and any additional documentation/information, as required by the Marine Division during the verification of the survey/certification process. See Note N ^o .1 below.
International Ballast Water Management Certificate (IBWMC or SOC/BWMC).	Interim certificate issued or full-term endorsed, survey report, approval certificate of BWMP, type approval certificate of BWMS, two (2) entries on the BWRB, ship IOPP valid, and any additional documentation/information as required by the Marine Division during the verification of the survey/certification process. See Note N ^o .1 below.
International Tonnage Certificate (ITC).	Interim certificate issued, application for ITC-1969 (for Panamanian ships), previous ITC, tonnage calculation, ship CSSC valid (CSS for ships under 500), general arrangement plan, patent of navigation valid, and any additional documentation/information as required by the Marine Division during the verification of the survey/certification process.
Simplified Tonnage Measurement (NT).	Interim certificate issued and survey report (for non-Panamanian ships) Application for NT (for Panamanian ships), patent of navigation valid, builder certificate (or certification issued by previous flag with particulars and dimensions of the vessel), general arrangement plan, previous tonnage certificate, and any additional documentation/information as required by the Marine Division during the verification of the survey/certification process.
Certificate of Test and Thorough of Lifting Appliances (Lifting Appliance).	Interim certificate issued, survey report, register of ship's lifting appliances (endorsed pages), load test, and any additional documentation/information as required by the Marine Division during the verification of the survey/certification process.
Hull Class Certificate.	Interim certificate issued or full-term endorsed, survey reports, survey report for dry dock/IWS, dry-dock report from shipyard with the works and repairs carried out on the ship, IWS report from an authorized provider, thickness measurement report, approval certificate of thickness measurement firm, and any additional documentation/information as required by the Marine Division during the verification of the survey/certification process. See Note N ^o .1 below.
Machinery Class Certificate.	Interim certificate issued or full-term endorsed, initial survey report (for M, E, R), special/intermediate/annual survey report (for M, E, R), survey report for propeller shaft, and any additional documentation/information as required by the Marine Division during the verification of the survey/certification process. See Note N ^o .1 below.
Occasional Class Survey.	Occasional survey report, either general or partial survey according to the circumstances, evidences of repair resulting from any important repairs or renewal made, evidences of change, replacement, or significant repair of the structure, equipment, system, fitting, arrangement and material, and any additional documentation/information as required by the Marine Division during the verification of the survey/certification process. See Note N ^o .1 below.
Additional Statutory Survey.	Survey report, either general or partial survey according to the circumstances, evidences of repair resulting from investigation or whenever any important repairs or renewal made, evidences of change, replacement, or significant repair of the structure, equipment, system, fitting, arrangement and material, and any additional documentation/information as required by the Marine Division during the verification of the survey/certification process. See Note N ^o .1 below.



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Type of Certification	Information records to be submitted, as applicable (Depending of type of survey for issuing or endorsement the relevant Certificate) (See notes below)
Cargo Ship Safety Construction Certificate for Belizean ships, under 500 GT (CSSC<500).	Interim certificate issued or full-term endorsed, survey report, confirmation and evidences of the last two (2) inspections of the outside of the ship's bottom (dry-dock report from shipyard, representative pictures, thickness measurements report, etc.), conditional certificates, exemption certificates, and any additional documentation/information as required by the Marine Division during the verification of the survey/certification process.
Cargo Ship Safety Equipment Certificate for Belizean ships, under 500 GT (CSSE<500).	Interim certificate issued or full-term endorsed, record of approved, survey report, conditional certificates, exemption certificates, certificates for inspection, maintenance and testing of: life-saving appliances and arrangements, fire-fighting equipment and system, detection system, alarm system, shipborne navigational equipment, lighting system, lifting appliances, emergency equipment and system, approval certificates for services suppliers/providers, and any additional documentation/information as required by the Marine Division during the verification of the survey/certification process.
Cargo Ship Safety Certificate for Panamanian ships, under 500 GT (CSS<500).	Interim certificate issued or full-term endorsed, record of approved, survey report, confirmation and evidences of the last two (2) inspections of the outside of the ship's bottom (dry-dock report from shipyard, representative pictures, thickness measurements report, etc.), conditional certificates, exemption certificates, certificates for inspection, maintenance and testing of: life-saving appliances and arrangements, fire-fighting equipment and system, detection system, alarm system, shipborne navigational equipment, lighting system, lifting appliances, emergency equipment and system, approval certificates for services suppliers/providers, and any additional documentation/information as required by the Marine Division during the verification of the survey/certification process.
Cargo Ship Safety Radiotelephony Certificate for ships under 300 GT.	Interim certificate issued, record, survey report, patent of navigation and radio license valid, certificate of approval of the radio surveyor, radiotelephone operator certificate, conditional certificates, exemption certificates, certificates for inspection, maintenance and testing of: EPIRB annual test report, radio communication equipment, search and rescue locating device, and any additional documentation/information as required by the Marine Division during the verification of the survey/certification process.
Caribbean Cargo Ship Safety Certificate.	Interim certificate issued or full-term endorsed, record, survey report, conditional certificates, exemption certificates, freeboards calculation, confirmation and evidences of the last two (2) inspections of the outside of the ship's bottom (dry-dock report from shipyard, representative pictures, thickness measurements report, etc.), certificates for inspection, maintenance and testing of: life-saving appliances and arrangements, fire-fighting equipment and system, detection system, alarm system, EPIRB annual test report, shipborne navigational equipment, lighting system, emergency equipment and system, lifting appliances, approval certificates for services suppliers/providers, and any additional documentation/information as required by the Marine Division during the verification of the survey/certification process. See Note N°.1 below.
Fishing Vessel Safety Certificate.	Interim certificate issued or full-term endorsed, survey report, conditional certificates, exemption certificates, confirmation and evidences of the last two (2) inspections of the outside of the ship's bottom (dry-dock report from shipyard, representative pictures, thickness measurements report, etc.), certificates for inspection, maintenance and testing of: life-saving appliances and arrangements, fire-fighting equipment and system, detection system, alarm system, radio communication equipment, EPIRB annual test report, shipborne navigational equipment, lighting system, emergency equipment and system, lifting appliances, approval certificates for services suppliers/providers, and any additional documentation/information as required by the Marine Division during the verification of the survey/certification process. See Note N°.1 below.



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Type of Certification	Information records to be submitted, as applicable (Depending of type of survey for issuing or endorsement the relevant Certificate) (See notes below)
Certificate of Compliance for Pleasure Vessels (of six meters in length and above).	Interim certificate issued, survey report, conditional certificates, exemption certificates, confirmation and evidences of the last two (2) inspections of the outside of the ship's bottom (dry-dock report from shipyard, representative pictures, thickness measurements report, etc.), certificates for inspection, maintenance and testing of: life-saving appliances and arrangements, fire-fighting equipment and system, detection system, alarm system, radio communication equipment, EPIRB annual test report, shipborne navigational equipment, lighting system, emergency equipment and system, lifting appliances, approval certificates for services suppliers/providers, and any additional documentation/information as required by the Marine Division during the verification of the survey/certification process.
Mobile Offshore Drilling Unit Safety Certificate (MODU Certificate).	Interim certificate issued or full-term endorsed, survey report, conditional certificates, exemption certificates, confirmation and evidences of the last two (2) inspections of the outside of the ship's bottom (dry-dock report from shipyard, representative pictures, thickness measurements report, etc.), certificates for inspection, maintenance and testing of: life-saving appliances and arrangements, fire-fighting equipment and system, detection system, alarm system, EPIRB annual test report, shipborne navigational equipment, lighting system, emergency equipment and system, lifting appliances, approval certificates for services suppliers/providers, and any additional documentation/information as required by the Marine Division during the verification of the survey/certification process. See Note N°.1 below.
Certificate of Compliance for Yacht Code Safety Certificate.	Interim certificate issued or full-term endorsed, survey report, conditional certificates, exemption certificates, freeboards calculation, confirmation and evidences of the last two (2) inspections of the outside of the ship's bottom (dry-dock report from shipyard, representative pictures, thickness measurements report, etc.), certificates for inspection, maintenance and testing of: life-saving appliances and arrangements, fire-fighting equipment and system, detection system, alarm system, radio communication equipment, EPIRB annual test report, shipborne navigational equipment, lighting system, search and rescue locating device, emergency equipment and system, lifting appliances, approval certificates for services suppliers/providers, and any additional documentation/information as required by the Marine Division during the verification of the survey/certification process.
Oil, Sewage and Garbage Pollution prevention certificate.	Interim certificate issued and any additional documentation/information as required by the Marine Division during the verification of the survey/certification process.
Certification of Safety Construction, Equipment and Radio for Non-Convention Vessels.	Interim certificate issued, survey report, and any additional documentation/information as required by the Marine Division during the verification of the survey/certification process.
Statement of Compliance for Laid-Up Ship.	Interim certificate issued, checklist for general examination, and any additional documentation/information as required by the Marine Division during the verification of the survey/certification process.
Condition survey for one single voyage and any other purpose.	Statement of seaworthiness, statement of condition survey, condition survey report, and any additional documentation/information as required by the Marine Division during the verification of the survey/certification process.
Certificate of Fitness for Towage.	Interim certificate issued, survey report and any additional documentation/information as required by the Marine Division during the verification of the survey/certification process.
Exemption Certificate, permit to proceed, single voyage, authorization from flag State.	Application form for exemption certificate and other applicable information/documents as required by the Marine Division, on a case-by-case basis
Other Certifications.	As required by the Marine Division, on a case-by-case basis.



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Notes:

1. As part of the information records specified above, and for any type of survey (initial, annual, intermediate, periodical, renewal and additional survey) related to Classification Rules (hull and machinery), ILL 66/88, SOLAS 74/88, MARPOL 73/78, BWM Convention, IBC Code, IGC Code, BCH Code, MODU Code, Caribbean Code and Fishing Vessel Safety Certification, the attending Surveyor shall submit a **Photo Report** of the areas/items surveyed to confirm compliance with the applicable requirements. Photo Report shall include: Photos of the Hull, Main Deck, Mooring Stations, Cargo Spaces, Navigational Bridge, Accommodations, Machinery Spaces and other areas/items surveyed as it deems necessary by the attending Surveyor to demonstrate the conformance of the ship with the applicable Rules, Conventions, Codes. The photo report shall state the following information:
 - .1 Ship's name.
 - .2 Ship's IMO N°.
 - .3 Ship's flag.
 - .4 Authorization Number of the survey carried out.
 - .5 Type of the survey carried out.
 - .6 At least two photos per area/item surveyed.
 - .7 Date inserted in each photo.
 - .8 Name of the attending Surveyor.
2. ICS Class Head Office shall be reported in accordance with Section 14 of this Procedure. The information records specified above shall be submitted by the attending Surveyor to the Operation Department within a period of thirty (30) days counted from the completion date of the relevant survey.
3. In all cases, copy of the previous class and statutory certificates, with their forms, records, supplements and pages with mandatory endorsements shall also be submitted, except where the mentioned certificates have been issued by ICS Class.
4. The Marine Division may request other relevant documentation/information as it deems necessary, on a case-by-case basis.