
	PROCESS FOR THE EXECUTION OF SERVICES	P-RS-01
	PROCEDURE FOR SURVEY AND INTERIM CERTIFICATION	Revision 01
		01/07/2020

PROCEDURES FOR SURVEY AND INTERIM CERTIFICATION

	POSITION	DATE	SIGNATURE
PREPARED BY	TECHNICAL MANAGER		
REVIEWED BY	QUALITY MANAGER		
APPROVED BY	GENERAL MANAGER		

CONTROLLED COPY

Prepared by: Technical Manager	Reviewed by: Quality Manager	Approved by: General Manager
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1. TITLE

PROCEDURES FOR SURVEY AND INTERIM CERTIFICATION

2. OBJECTIVE

Establish specific standards for the adequate and objective execution of pertaining surveys and information to complete the respective reports and records in pursuance to the requirements of International Maritime Conventions and National Regulations; and the issuance of provisions or interim certificates.

3. SCOPE

- Survey Authorization,
- Survey or Recognition,
- Information of the reports / records
- Issuance of Interim Certificates
- Sending documentation and information to Head Office


4. RESPONSIBILITY

- 4.1. It is responsibility of the Technical department to ensure that all specific standards of this procedure are fulfilled in all the survey activities and interim certificates for vessels.
- 4.2. It is responsibility of all **NASHA** authorized surveyors to comply with all specific standards of this procedure in all the survey activities and interim certificates for vessels.

5. DEFINITIONS

- 5.1. **NASHA:** National Shipping Adjusters, Inc., is a Maritime Recognized Organization to carry out survey and certification works to vessels registered by a Maritime Administration. In some cases it is identified as Recognized Organization (RO) or Recognized Security Officer.
- 5.2. **ADMINISTRATION:** refers to the Maritime Administration of each country.
- 5.3. **RECOGNIZED ORGANIZATION THAT ACCEPTS:** recognized organization that accepts a vessel that meets its requirements only after the recognized organization has conducted or carried out, at its discretion, all overdue surveys and overdue recommendations or conditions of class issues ruled on the ship.
- 5.4. **AUTHORIZATION NUMBER:** Work coding assigned by the main office.

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5.5. **CONTROL NUMBER:** it is a unique value assigned to each certificate of an authorization, which makes it easy to check the authenticity of the document.

5.6. **CLASS CERTIFICATE:** Certificate whereby is stated the full compliance with matters related to class.

5.7. **RECOGNIZED ORGANIZATION THAT TRANSFERS:** recognized organization wherefrom matters related to class will be transferred. In the case of vessels accepted by more than one recognized organization and which complies with class requirements by "recognized organization that transfers" are understood as all the recognized organization wherefrom matters related to class will be transferred.

5.8. **PENDING:** means that the proceedings have not been concluded yet.

5.9. **OVERDUE:** It means overdue on the date on which the recognized organization receives the request of the recognized organization that accepts the information with regards to the current status of a survey in connection to class matters.

5.10. **CLASS CONDITIONS AND RECOGNITION:** are requirements respecting the execution of measurements, repairs and specific surveys, etc., which shall be carried out within a specified period in order to maintain the same position in the field of class matters.

5.11. **MATTERS RELATED TO CLASS:** responsibilities associated with the verification of enforcement with aspects of design, construction and maintenance of the structural, mechanical and electrical requirements of a classification society recognized by the Administration, in accordance with the provisions of regulation SOLAS XI-1/1 or with applicable national standards of the Administration which provides an equivalent level of safety.


5.12. **SURVEY:** Measurement, examination, testing or calibration activity of one or more characteristics of the entity and comparing the results with the specific requirements for establishing conformity of each characteristic (The surveys provided for in the agreements for respective certificates are: Initial, Renewal, Annual or Periodical, Intermediate and Additional).

5.13. **VERIFICATION:** Confirmation by means of survey and provision of objective evidence that specifies that requirements have been met.

5.14. **STATUTORY CERTIFICATES:** Are technical certificates, including those certificates of compliance required under the Conventions, international codes and national regulations, which must remain onboard the vessel.

5.15. **INTERIM CERTIFICATES:** Those issued for a term not exceeding 5 months and in the case of ISM and ISPS Codes for no longer than 6 months, provided they

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have met all the requirements; time that is required to issue statutory and class certificates.

5.16. **FULL TERM:** Are issued only by the head office of **NASHA** / Panama Maritime Authority (PMA) or flag state, once the documents are received and after a satisfactory review of all reports, plans, patents, etc.

5.17. **ENDORSEMENTS TO CERTIFICATES:** Consists in providing maintenance service during the validity of the statutory and class certificates, annuals and renewals to vessels that have statutory and class certificates.

5.18. **CLASSIFICATION RULES:** Refers to those issued by a classification society where NASHA has an agreement duly signed in order to be able to employ such rules in surveys and vessel certifications.

5.19. **INTERNATIONAL REGULATIONS:** requirements and standards contained in International Maritime Code and Conventions, whether ratified or accepted, by the Administration mainly by International Organisms like IMO (International Maritime Organization) and ILO (International Labour Convention).

5.19.1. *IMO REGULATIONS*


5.19.1.1. Resolution MSC.349 (92) Recognized Organization Code (RO Code), adopted on June 21st, 2013.

5.19.1.2. MSC-MEPC.5/Circ.2 Issued related to surveys and certification.

5.19.2. **IMO CODES AND CONVENTIONS, in their abbreviations in English, that establish requirements and areas to be surveyed:**

- SOLAS 74/78: The International Convention for the Safety of Life at Sea 1974, its Protocols of 1978, 1988 and its amendments.
- MARPOL 73/78: International Convention for the Prevention of Pollution from Ships 1973, its Protocols of 1978 and its amendments.
- ILL Convention: International Load Line Convention 1966, its Protocols of 1988 and its amendments.
- ITC-69: International Tonnage Convention, 1969.
- COLREG: International Regulations for preventing collision at sea, 1972 and its amendments.
- BCH Code: Code for the Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk.

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- IBC Code: International Code for the Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk.
- IGC Code: International Code for the Construction and Equipment of Ships Carrying Liquefied Gases in Bulk.
- Gas Carrier Code: Code for the Construction and Equipment of Ships Carrying Liquefied Gases in Bulk.
- IMSBC Code: International Maritime Solid Bulk Cargo.
- ISM Code: International Management Code for the Safe Operation of Ships and for Pollution Prevention.
- LSA Code: International Life Saving Appliances Code.
- FSS Code: International Code for Fire Safety Systems.
- ISPS Code: International Ships and Port Facility Security Code.


5.19.3. **ILO CONVENTIONS**

5.19.3.1. ILO Conventions that establishes the requirements and areas to be surveyed.

- Convention No. 68 in regards to food and catering service (Ship's Crew)
- Convention No. 92 in regards to Crew Accommodation
- Convention No.126 in regards to Crew Accommodation in Fishing Vessels
- Convention No. 32 in regards to the Protection of dockworkers against accidents.
- Convention No. 152 in regards to Safety and Health of dockworkers.
- Convention No. 133 in regards to Crew Accommodation (complementary provisions)

5.20. **NATIONAL LEGISLATIONS:** requirements and standards that the administration establishes in order to cover those aspects and areas not included in the International Maritime Conventions.


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5.20.1. Panama Maritime Authority (PMA) or Flag State

- Resolution No. 106-138-DGMM dated September 10th, 2013 Rules and Regulations for vessels less than 500 gross tonnage, i.e., vessels not covered by SOLAS Convention.
- Decree Law No. 7 dated February 10th, 1998 whereby the Panama Maritime Authority is established and derogates the Consular and Vessel General Directorate (SECNAVES, currently SEGUMAR).
- Decree 18 dated May 30th, 1984, Rules for Security of Pleasure Yachts.
- Technical Letter SCVR 1/84 dated August 01st, 1984, standards for the interpretation and application of regulations for vessels with less than 500 gross tonnage.
- Resolution of the Board of Directors N° 11 dated July 26th, 2005, whereby regulates in one sole document the issuance of Survey Certificates for Crew Accommodation for Panamanian flagged vessel from 500 gross tonnage onward.
- Resolution No. 603-04-118-ALCN dated October 28th, 1988, Regulation for the Security of Fishing Vessels with more than 24 meters of length.
- Resolution N° 106-12-DGMM dated February 17th, 2009, Regulation referring to the researches of official claims and maritime accidents that shall be carried out by the (DISAM) General Directorate of Marine Merchant.
- Resolution N° 106-34-DGMM dated August 22nd, 2008, whereby the standards and guidelines from the Merchant Marine are adopted and implemented for the compliance of the International Conventions ratified by the Republic of Panama.
- Law 2 dated January 17th, 1980, empowers the Consular and vessel Directorate General to issue Circular from the Merchant Marine with the same effect and application of the regulations.
- Law 39 of 1976, Annual Safety Inspection.
- Law N° 57 dated August 06th, 2008, General of Merchant Marine
- Circular of Merchant Marine issued by the Technical Office of SEGUMAR.

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6. ACTIVITIES

6.1. Sending documentation and information to the surveyor

6.1.1. After the quote has been approved by the inspector, the work will be authorized, assigning them the authorization number and, in turn, the interim that will be used with their control number.

6.2. Survey and issuance of Interim Certificates

Surveyor

6.2.1. Codifies the Interim Certificate and reports in accordance to the authorization number sent by the Technical Department.

Example:

1	REPRESENTATIVE OFFICE
2	TYPE OF CERTIFICATE
3	INTERIM CERTIFICATE
4	AUTHORIZATION NUMBER

Interim Certificate and supplement (if applicable):

HO-01 AFS IC 1826
1 2 3 4

Report

HO-01 AFS 1826
1 2 4

6.3. Survey or recognition


Surveyor

6.3.1. Carries out the inspection or verification according to the instructions (L-RS-01) established, based on the applicable conventions, codes and resolutions.

6.3.2. Interim certificates shall be issued in the following cases:

- 6.3.2.1. *Initial survey under NASHA and Renewal*
- 6.3.2.2. *Change of flag or name*
- 6.3.2.3. *Change of Recognized Organization*

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Note: In case that the vessel enters be in the survey period of (annual/intermediate/periodical) must be complete corresponding section and the initial part of the report.

- 6.3.3. Collects and records all the necessary information listed under the survey reports, record of approved safety equipment and supplements when required.
- 6.3.4. Ascertains that the tests or calculations are carried out as well as the assistance from onboard service suppliers when needed.
- 6.3.5. In the case of **change of name** and/or **flag**, if the vessel owns previously issued certificates from **NASHA**, it shall proceed to carry out a general survey of the Vessel verifying that it has a valid patent (certificate of registry) showing the change of flag or name; that such change was carried out in the structure of the vessel, in the liferafts, in the lifebouys, that have been commissioned and activated by the change of the EPIRB and all documents applicable to the vessel (SOPEP, Trim & Stability Booklets, Garbage Management Plan, Security Management System, Security plans and fire control), executing the endorsement for the **Change of Name** in all the valid certificates that were previously issued by **NASHA**; if a **Change of Flag** exists, interim certificates shall be issued in the name of the new Maritime Administration.
- 6.3.6. In the cases that a vessel does not own previously issued certificates from NASHA, like **Changes of Recognized Organization** and **Changes in Flag**, a copy if the certificates and calculations shall be obtained from the previous Recognized Organization, a survey shall be carried aboard verifying that the conditions of the valid certificates from the previous RO are kept and all applicable survey reports and records shall be filled out for the vessel.
- 6.3.7. In the case that deficiencies, absences or wear of the structural equipment is found during the survey, whether of a major or minor scale, actions shall be taken immediately according to the Procedure for Vessels with Deficiencies (**P-RS-03**) depending on the case.
- 6.3.8. Notifies and send the documents to **NASHA** office.
- 6.3.9. In the case that an interim certificate is issued due to a change of name, change of flag or change of RO and a survey is carried out within the window time, this shall be utilized by NASHA (head office) to endorse the certificate upon issuance of the aforementioned certificate.

6.4. **Information in the reports/records.**

Surveyor

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- 6.4.1. Takes note and ascertains that has all the required and updated information that will be necessary to fill out the survey reports, record of equipment, supplements, books, etc.; if necessary.
- 6.4.2. Ascertains that no relevant aspects of the record or report are left unattended.
- 6.4.3. Ascertains to have signed and sealed all the survey report forms, records, and when applicable, also verifies the documents, signatures and seals of the onboard service suppliers.
- 6.4.4. Verifies that the ship successfully meets the requirements of the applicable regulations and that it poses no danger to the safety of navigation, cargo and crew.

6.5. Issuance of Interim Certificates (Interim)

Surveyor

- 6.5.1. Issues a (interim) provisional certificate that will be valid for a period not exceeding five (5) months from the date of inspection. Regarding the ISPS and ISM Code and the MLC Convention, the Interim certificate of ISSC, SMC and MLC, will be valid for six (6) months counted from the date of the interim verification.
DOC interim certificate (12) months counted from the date of the interim verification.
- 6.5.2. Ensures that all data to be filled out in the interim certificate form has been completed and the corresponding codes that enable adequate traceability are written; such may be filled by hand in legible handwriting or printing machine.


6.6. Sending documentation and information to head office.

Surveyor / Technical Department

6.6.1. Having completed the survey, a copy of the Interim certificate or endorsement must be sent to the head office of **NASHA** via email, fax, in a period no longer than 15 days.

Note: in case of not receiving within the established period, we will proceed to evaluate and determine if the authorization and the assigned control number is canceled and notified to the Maritime Administration.

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6.6.2. The technical department will verify the traceability of the control number and the assigned authorization number, in case of non-coincidence, the inspector will be canceled immediately, likewise an extraordinary meeting will be held to evaluate the documents received and notify the Administration of the findings.

6.6.3. Sends all documentation relating to the survey by courier / email or in the most expeditious manner preferably not more than a 2 months (60 days) term.

6.6.4. Attends any additional or subsequent request made by the Technical department as well as any justification in cases for lack of documentation or a non-transcendence breach.

7. RELATED DOCUMENTS.

- 7.1. L-RS-01 Master list: Instructive
- 7.2. Procedure for Vessels with Deficiencies (P-RS-03)

8. REFERENCE

Quality Manual MAN-01

9. RECORD OF CHANGES

Revision	Date	Summary of the change from the previous revision
01	01/07/2020	Point 5., included control number definition; included 6.1 item; item 6.6.1 increased to 15 days the delivery of documentation and Note is added; included Point 6.6.2.

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