
	<b>PROCESS FOR THE EXECUTION OF SERVICES</b>	<b>P-RS-02</b>
	<b>PROCEDURE FOR THE REVISION OF FULL TERM CERTIFICATIONS AND MONITORING OF ENDORSEMENTS</b>	<b>Revision 02</b>
		<b>01/07/2020</b>

## PROCEDURE FOR THE REVISION, DEFINITIVE CERTIFICATION AND MONITORING OF ENDORSEMENTS

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

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

### **PROCEDURE FOR THE REVISION OF FULL TERM CERTIFICATIONS AND MONITORING OF ENDORSEMENTS**

## 2. OBJECTIVE

Establish guidelines for verifications, coding, traceability, monitoring of service status and storage, during and after the execution of the service.

## 3. SCOPE

Issuance of statutory and class certificates – **NASHA** head office, as well as maintaining the validity of the aforesaid and the processing of certificates at the PMA.


## 4. RESPONSIBILITY

- 4.1. The Technical Manager is responsible to ensure full compliance of the specified steps of this procedure.
- 4.2. The Technical Manager is responsible to carry out the verifications in pursuance to the service's needs.
- 4.3. The entire personnel involved are responsible to carry out the described activities in pursuance to the established in this procedure.

## 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.
- 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.

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Technical Manager	Quality Manager	General Manager

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

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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.

5.19.1.3. **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.

#### 5.19.2. **ILO CONVENTIONS**

5.19.2.1. 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)

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

5.19.3.1. 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.

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- 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.

5.20. **TRACEABILITY:** Capacity to follow the history, application or location of an entity by means of recorded identifications.

5.21. **CONTROL LIST FORM:** is the document where is registered all documentation submitted by the surveyor and received as well besides all the verifications steps during the issuance of a certificate.

5.22. **NASHA POST-SALE SERVICE:** consists of offering a service for the annuities and renewals for vessels that have issued a statutory and class certificate.

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5.23. **ANNUITIES:** periodical surveys that are carried out to a vessel with the objective to maintain the validity of the statutory and class certificates.

## 6. ACTIVITIES

### 6.1. REVISION AND FULL TERM CERTIFICATION

Technical Assistant

6.1.1. Receives the documentation submitted by the surveyor and classify the documents according the respective Control list (L-RS-03) corresponding to the authorization.

Technical Manager / Technical Officer

6.1.2. Delivery to Technical Manager the classified documents to proceed with the invoice request to the finance department.

6.1.3. Enter the invoice and authorization number in the corresponding section of the control list.

General Manager

6.1.4. Verify that received documents have been duly invoiced.

Technical Manager / Technical Officer

6.1.5. Registers the information received in the Vessel System.

Technical Assistant


6.1.6. Carries with the first review the documentation sent by the surveyor, compares it to the Control List, likewise verifies the codification taking into account the surveyor's number, type of certificate and authorization number previously appointed.

6.1.7. In case the documentation is incomplete, the surveyor shall be informed about the missing documents.

6.1.8. Handles to the Technical Manager /Technical Officer the received documentation along its pertaining Control List for its second review.

Technical Manager / Technical Officer

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- 6.1.9. Analyzes and evaluates the survey documents (reports, records, verification lists and interim certificates), shall be affixed in the control list pertaining to the certificate the conformity of the document.
- 6.1.10. In case that an additional documentation is required, or a missing documentation related to the certificates is missing, this shall be communicated to the surveyor so the additional or missing document is sent.
- 6.1.11. Retains the documentation in standby until the documentation is complete or any situation is rectified.
- 6.1.12. For the cases that documents must be rejected, firstly take advice from the Technical Manager with the sole purpose to carry out an additional evaluation of the documentation and communicate such to the surveyor and the Maritime Administrations, if necessary, with regards to these documents being cancelled or voided. Documentation is retained and filed as evidence of the situation.
- 6.1.13. Prior to the expiry of the interim certificate, inform the surveyor about this situation in order to avoid this non-conformity.
- 6.1.14. Once the rectifications have been achieved, proceeds with third revision.

Technical Assistant / Technical Officer

- 6.1.15. Prepares a draft for the statutory or class certificate. This shall bear the following codification:

Example:

**HO - 01 - AFS - 1826**

**1          2          3**


<b>1</b>	SURVEYOR'S ID
<b>2</b>	TYPE OF CERTIFICATE
<b>3</b>	AUTHORIZATION NUMBER

**TRACEABILITY:** in order to provide traceability to the Statutory and Class Certificates, the Surveyor's ID number (which is unique), the authorization number and **the control number**.

Statutory and/or Class Certificates validity will be assigned according to the established instructive, based on the conventions, codes and IMO resolutions or National Legislations as applicable, and / or with a maximum validity of five (5) years counted from previous certificate expiration date or anniversary date of the statutory and / or class certificates as the case may be.

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**Note: Remarks in the certificate**

- In case of issuing the certificate due to:
  1. *Change of Recognized Organization* place “ \* CHANGE OF RO AND HARMONIZED SYSTEM (if applicable)”
  2. *Change of Flag* place “\* CHANGE OF FLAG AND HARMONIZED SYSTEM (if applicable)”
  3. *Change of Name* place “ \* CHANGE OF NAME AND HARMONIZED SYSTEM (if applicable)”

The remark must be placed in the bottom left side of the certificate.

- In the case of issuing a certificate due to *renewal / new construction*, place in the bottom left side “\* Harmonized System”.
- In case that an *amendment or change* is done in a certificate, a square shall be placed in the bottom left side with the number of the previous certificate which was replaced.
- In the case of *reissuance*, whether by loss of the certificate / errors in the particulars of the vessel / certificate’s template; additional report to administration through format F-RS-02-04 the changes made.
  1. Place in the upper right side of the certificate, besides the codification, the letter “R” followed by a unique consecutive number related to this certificate and vessel which is to be provided by the Technical Manager.

Example:

**R1**-HO - 01 - AFS - 1826

2. and place in the bottom left side of the certificate “REISSUANCE”.

Note: In case the vessel is registered under NASHA during the time frame for annual, intermediate or periodic, a note shall be placed indicating the survey date of the aforesaid.


**Technical Manager**

6.1.16. Reviews the Certificate’s draft to ascertain its conformity, carries out the pertaining correction deemed necessary and informs the Technical Officer / Technical Assistant about such.

**Technical Assistant / Technical Officer**

6.1.17. Prints the certificate with its pertaining copies and handles them once again to the General Manager / Technical Manager for its verification.

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General Manager / Technical Manager

6.1.18. Carries out the final visual verification of the Certificate, once found in accordance, proceeds to affix his signature and handles it to the Technical Assistant.  
 Note: General Manager is responsible for signing Statutory and Class Certificates, in absence of the General Manager the Technical Manager shall be empowered to sign the Statutory and Class Certificates, in absence of both the Technical Officer shall be empowered to sign the Statutory and Class Certificates, in pursuance to the provisions in the Approval Certificate and scopes of the NASHA surveyor.

Technical Department

6.1.19. Once the Statutory and Class Certificates are duly signed by the General Manager or the Technical Manager and received, the information of the certificates shall be updated in the Vessel System for the control of such.

Technical Assistant

6.1.20. Retains, stores, preserves and protects original documents identified by: client or inspector, that are pending delivery in the area designated for this activity.

6.1.21. Keeps an original copy of the issued certificates in the hard or digital file of the vessel along with all the verified documentation.

6.1.22. The original certificates are scanned for the compilation of certificates issued, which shall be reported to the PMA.

6.1.23. The list of the issued certificates will be updated monthly on the access that has the administration.

6.1.24. Once the payment of the certificates has been confirmed, prepares the package with the document for the Surveyors or for the Client.

**Note:** in special cases, the certificate may be delivered / sent, with the prior authorization of the Technical Manager / General Manager.


6.1.25. Record in the output control and prepares letter (F-RS-02-01).

6.1.26. The client or Inspector must confirm the delivered of the documents in good condition via email or in the format (F-RS-02-01).

6.1.27. Payment reports are to be included for those certificates issued for Panama flag, as appropriate. Such payment is done with prior instruction from the PMA.

**6.2. CERTIFICATES PROCESSED by PMA/ SEGUMAR**

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Technical Assistant / Technical Officer

- 6.2.1. After carrying out the first and second reviews, requests corresponding payment to the Technical Manager.
- 6.2.2. Sends the certificates that must be issued or endorsed to PMA/SEGUMAR office or to Flag State, registers the mailing date in the Vessel system and document control.
- 6.2.3. Provides monitoring to the proceedings, receives and checks the statutory certificate, checks its endorsement and seal affixed by the Administration.

Technical Manager / Technical Officer

- 6.2.4. Registers the receipt date for the documents in the Vessel System document control, sends the original certificate and a copy to the Technical Assistant.

Technical Assistant

- 6.2.5. Keeps an original copy of each of the certificates issued in the file of the vessel along with the all documentation that was reviewed, registers the certificate in the Vessel System, and sends the Original certificate and a copy to the client if appropriate.
- 6.2.6. Scans the original documents for the compilation of the certificates duly issued, which shall be reported to the Maritime Administration.
- 6.2.7. Once the payment of the certificates has been confirmed, prepares the package of documents for the Surveyor or for the Client.

**Note:** in special cases, the certificate may be delivered / sent, with the prior authorization of the Technical Manager / General Manager.


- 6.2.8. Prepares letter (F-RS-02-01) for the documents that are being sent (original and copy).
- 6.2.9. Record in the output control and prepares letter (F-RS-02-01).
- 6.2.10. The client or Inspector must confirm the delivered of the documents in good condition via email or in the format (F-RS-02-01).

### 6.3. POST-DELIVERY ACTIVITIES

Technical Manager / Technical Officer

- 6.3.1. Verifies the status of certifications issued, considering the legal / regulatory requirements and established by NASHA as the case may be.

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6.3.2. Provides a monthly follow-up to the detected endorsements in the Vessel System.

6.3.3. Proceeds to contact the surveyors or client in order to verify the vessel's status and its availability to carry out a survey.

6.3.4. In the cases where the surveyor or the ship operator does not answer to our request and the time frame for the endorsement (annual / intermediate / renewal / periodical) has concluded, the administration shall be then notified about the cancellation of such.

Technical Department / Surveyors

6.3.5. Proceeds as established in the Procedure for marketing (**P-CO-01**) in order to request the survey service (Request for Survey – R/S).

6.3.6. Seeks advice, if necessary, from the Technical Manager with regards to the specific technical aspects of the requested survey.

Technical Assistant

6.3.7. Receives the documentation submitted by the surveyor and classify the documents according the respective Control list (L-RS-03) corresponding to the authorization.

Technical Manager / Technical Officer

6.3.8. Delivery to Technical Manager the classified documents to proceed with the invoice request to the finance department.

6.3.9. Enter the invoice and authorization number in the corresponding section of the control list.

General Manager

6.3.10. Verify that received documents have been duly invoiced.


Technical Manager / Technical Officer

6.3.11. Registers the information received in the Vessel System.

Technical Assistant

6.3.12. Carries with the first review the documentation sent by the surveyor, compares it to the Control List, likewise verifies the codification taking into account the

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surveyor's number, type of certificate and authorization number previously appointed.

6.3.13. Verifies that the survey has been carried out within the time frame indicated for each type of survey; that no deficiencies exist in the Survey Report; that the aboard verification list is in accordance to the type of survey and the endorsement of the certificate is correct.

6.3.14. Upon carrying out a survey or endorsing a certificate, if this has an attached supplement where it shows any change upon the realization of the survey but does not affect such, this may be modified and sealed/signed by the appointed surveyor without the needs of a reissuance.

6.3.15. In the case of deficiencies, it shall be processed in pursuance to procedure Vessels with deficiencies (P-RS-03), Vessels with deficiencies.

6.3.16. In case that everything is found correct, the Technical Department registers the information pertaining to the survey or audit to the Vessel System and in the Control for Issued Certificates. The endorsements are published monthly on the access that has the administration in web page.

6.3.17. Monthly collects endorsements in the report send to AMP.

**Note:** The Statutory and / or Class Certificates will remain valid for the established time as long as the acknowledgments and inspections, and the respective endorsements, required by international and national regulations are carried out within the stipulated time. In case of non-compliance, it will proceed immediately with its cancellation according to the Procedure for the cancellation of the definitive certification / ships (P-RS-04).

#### 6.4. DOCUMENTED INFORMATION


Technical Assistant

6.4.1. After finished with the certification documents or endorsement, held in the ship's file updating the corresponding index.

#### 7. RELATED DOCUMENTS

7.1.1. Mater list: Instructive	L-RS-01
7.1.2. Master list: Control list	L-RS-03
7.1.3. Master list: Forms	L-RS-02
7.1.4. Delivery Note	F-RS-02-01
7.1.5. Index: Documents of compliance	F-RS-02-02
7.1.6. Index: Certificate & Approval	F-RS-02-03
7.1.7. Notice of certificate reissuance	F-RS-02-04
7.1.8. Procedure Vessels with deficiencies	P-RS-03

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7.1.9. Procedure for marketing

P-CO-01

7.1.10. Procedure for the cancellation of the definitive certification / ships

P-RS-04

## 8. REFERENCE

Quality Manual MAN-01

## 9. RECORD OF CHANGES

Revision	Date	Summary of the change from the previous revision
01	30/08/2018	Was updated the name of the form F-RS-02-04.
02	01/07/2020	Point 5., definition of control number is added; Point 6.1.15, in traceability the control number is added.

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