



# NATIONAL SHIPPING ADJUSTERS



## TECHNICAL LETTER No 12 - 2024

FROM: NASHA Technical Department  
TO: NASHA exclusive surveyors-Owner  
SUBJECT: P-S-02 SERVICE PROCEDURE  
DATE: SEPTEMBER 3, 2024

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To: **Organization Members / Surveyors**

Dear Exclusive Surveyors,

The purpose of this letter is to inform you that the P-S-02 Service Procedure has been updated, as per below table.

CODE	DOCUMENT	REVISION DATE	REVISION NO.
<b>SERVICE PROCEDURE</b>			
<b>P-S-02</b>	<b>Service Procedure</b>	<b>03/09/2024</b>	<b>09</b>
P-S-02-F-16	Instructions to Surveyors	03/09/2024	00

Please note that the following points are important for you to take into consideration:

5.2.5 Data in the reports/records, issuance of interim certificates and reporting

5.2.5.1 The Surveyor shall:

- i. Write down and check that he has all the updated information required by the inspection report form, equipment record, supplements, books, etc.; if required.
- ii. Check that there are no relevant aspects of the report or record unattended or noted.
- iii. Check that the inspection report forms, records have been signed and stamped and, where appropriate, the documents, signatures and stamps of the technician(s) or service supplier(s) on board are also verified.
- iv. Verifies that the ship satisfactorily meets the requirements of the applicable regulations and that it does not represent a danger to the safety of navigation, cargo and crew.
- v. Follow the Instructions to Surveyors, as per **P-S-02-F-16** of this document to conduct the surveys and collect the applicable documentation from the vessel for reporting purposes.

5.2.5.6 The Surveyor shall submit all the certificates issued and/or endorsed to NASHA Head Office in a period not greater than **two (2) days** after the surveys completion.



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5.2.5.7 The Surveyor shall submit all the documentation related to the inspection through NASHA App in a period not greater than **15 (fifteen) days**.

5.3.21 In the case that any certificate will be withdrawal due to the vessel's pending recommendations and/or PSC deficiencies, the previously issued certificate, either Full Term and / Interim, shall be automatically cancelled. Similarly, when the corresponded recommendation and/or PSC deficiency shall be rectified and sufficient evidences are submitted to NASHA Head Office for review, a new Certificate (if Full Term was withdrawal, another Full Term or Interim, another Interim) is to be issued by the Head Office and same is to be submitted on board the vessel. **The new certificate shall indicate the remark: "RE-ISSUED DUE TO RECTIFICATION OF PENDING RECOMMENDATION"**.

Kindly study the amendments to the attached very carefully in order to avoid any issues later on.

Waiting for your confirmation of "SAFE RECEIPT, READ and UNDERSTANDING".



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