



Subject: Tech.inf 2018-01

موضوع: اطلاعیه فنی ۲۰۱۸-۰۱

ICS' MWS Attitude Unifying Program

برنامه یکسان سازی نگرش بازرسان تضمین عملیات دریایی موسسه رده بندی ایران

Number: 32/96/0089

شماره: ۳۲/۹۶/۰۰۸۹

Date: 15.01.2018

تاریخ: ۱۳۹۶/۱۰/۲۵

**All respectful ICS' Surveyors
With Gratitude,**

With respect to need of similar actions in various marine operation with various surveyors, the 1st session of ICS' Marine Warranty Surveyor Attitude Unifying Program has been sent as technical information. This program will be updated.

The electronic file of this document could be found at the following address:

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Also this Electronic File will be sent via email to all respectful ICS Surveyors.

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Department**

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کلیه بازرسان محترم ICS

با سلام و احترام

با توجه به ضرورت اقدامات مشابه در عملیاتهای مختلف دریایی توسط بازرسان مختلف، قسمت اول از مجموعه برنامه یکسان سازی نگرش بازرسان تضمین عملیات ، در قالب اطلاعیه فنی حضورتان ایفاد می گردد. لازم به ذکر است قسمتهای مختلف برنامه مذکور، بروز رسانی و در قالب اطلاعیه فنی حضورتان ایفاد خواهد شد.

نسخه الکترونیکی اطلاعیه فنی مذکور در شبکه داخلی موسسه با آدرس ذیل قابل دسترسی می باشد:

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همچنین نسخه الکترونیکی این سند از طریق پست الکترونیکی به کلیه مشتریان و بازرسان محترم موسسه ارسال می گردد.

رضوان پناه

مدیر واحد کنوانسیون ها و مقررات دریایی

موسسه رده بندی ایران

ترک دعوی: اگرچه در گردآوری کلیه رانماهای فنی ارائه شده توسط موسسه رده بندی ایران، تا حد ممکن تلاش در دقت و صحت محتوا صورت گرفته است، این موسسه متحمل مسئولیتی در قبال هرگونه اشتباهات، خسارت های احتمالی و جرانی که ممکن است در ارتباط با بکار گیری مفاهیم و مطالب ارائه شده رخ دهد، نمیباشد.

Code: ICS32F016/2

موسسه رده بندی ایران

نشانی دفتر مرکزی: تهران میدان هفت تیر، خیابان قائم مقام فراهانی، بالاتر از میدان شعاع، کوچه شبنم

Offshore Vessels Seaworthiness Survey for Marine Warranty Surveyors:

The Offshore Industry is a varied sector within which many vessel types operate, performing numerous different tasks with often unique systems and equipment. These vessels can range from purpose built specialized ships which may, for example, only perform diving operations, to vessels which have been repeatedly converted from one vessel type to another as the nature of the business changes. As such, the subject of Multi-Purpose Offshore Support Vessels covers a very broad spectrum of vessel types and vessel operations and it is therefore very difficult to provide a definitive overview of the subject matter.

However, there are many standard features, systems and operating practices that are applicable across the industry. It is these generic features that this distant information program therefore proposes to introduce, whilst particular reference is made to a number of specific vessels in order to illustrate the diversity and complexity of the systems involved.

It is hoped that by presenting a general overview and introduction to how conduct the Offshore Vessels Seaworthiness Survey, the text will provide an insight to this specialized sector, not only for anyone planning to transfer or commence a career within the marine warranty surveying, but for those already established within such a diverse business.

WARRANTY SURVEYOR ATTENDANCE

GENERAL

The Warranty Surveyor is responsible for ensuring the offshore operations and its associated works are designed, fabricated, installed, tested and operated to a standard which ensures the required level of safety is maintained at all times. Attendance at vessel audits, meetings, onshore and offshore construction is required to ensure these responsibilities are adhered to.

In principal, the Warranty Surveyor shall be granted unrestricted access to all vessels, equipment and operations involved in an offshore project, at any time, upon request. To ensure all parties are aware of the Warranty Surveyor=s attendance requirements, these shall generally be agreed with Company and Contractor at the beginning of the project.

Company shall advise Warranty Surveyor of the start of activities at which he has requested presence, with a reasonable notification period.

The Warranty Surveyor retains the right of unrestricted access, at times other than previously agreed, if he has cause to suspect activities may occur that could be detrimental to the safe and professional execution of the project. Warranty Surveyor shall, under these conditions, give sufficient notification of attendance to the Company.

If a request is unreasonably refused, or access is considered by the Warranty Surveyor's representative to be deliberately obstructed, the Work performed may not be covered by the terms of the Warranty Contract.

VESSEL AUDITS

Prior to mobilization, and unless otherwise agreed, all vessel(s) involved in offshore construction activities shall be subjected to an audit at which the Warranty Surveyor shall generally be in attendance. These vessels will typically include the following specialist activities:

- ✓ Survey
- ✓ Pipehaul
- ✓ Pipelay
- ✓ Anchor handling
- ✓ Presweeping/Dredging
- ✓ Trenching
- ✓ Tugs
- ✓ MSV/DSV's
- ✓ Lifting

The audit shall verify as a minimum that the following are in compliance with the relevant codes, standards and project specific documentation:

- ✓ Procedures for survey, sampling and sample analysis.
- ✓ Equipment checks and calibrations.
- ✓ Documentation of survey and analyses (tapes, discs, charts, core samples, lab test reports).
- ✓ Vessel operational and safety procedures.

UNIFORM VESSEL INSPECTION PROCEDURE

This program is developed to be a guideline for ICS marine warranty surveyors to have a unique attitude for offshore vessels operational seaworthiness survey (which is completely different from hire-on / hire-off and any other kinds of vessel condition survey programs). This procedure has an Inspection Element and a Report Element.

The Inspection Element uses a series of detailed inspection questionnaires as appropriate for the type of vessel inspected. These questionnaires address issues associated with safety and pollution prevention. Inspectors who are employed, or contracted by submitting companies must answer all these questions.

Questions are, in many cases, accompanied by guidance notes and/or references to source documents. Their purpose is to aid the Inspector's response.

The Report Element is developed from the completed questionnaire that is submitted by the Inspector for further processing prior to transmission to the vessel operator.

INSPECTOR MANUALS:

The Manual reorganizes the key questions, and guidance notes to follow the order of the route that would normally be taken by an inspector at the inspection.

USING THE VESSEL INSPECTION QUESTIONNAIRES

The inspection questionnaires contain a series of questions related to safety, pollution prevention and operational considerations applicable to the type of vessel that is inspected. These questions are consecutively numbered and are logically grouped into separate parts.

Each part contains a series of questions to be answered by the inspector. Questions may be accompanied by guidance, namely:

1. Guidance notes to inspectors;
2. Reference source(s) citing regulation(s) or industry guidelines pertaining to questions; and
3. An indicator to identify issues when an inspector comment is mandatory.

The above-mentioned guidance, regulatory/industry references amplify the questions and these are provided to assist the inspector to answer the questions.

If the guidance and references lead the inspector to conclude that the question should be answered positively, the box "Yes" should be checked. On the other hand, if the guidance and any reference sources indicate to the inspector that the question should be answered negatively, the "No" box should be checked. Where appropriate, the "Not Seen" or "Not Applicable" box should be ticked.

The inspector must insert an Observation (at the comments part, at the end of each part questioner) when responding to any question where the response box is marked "No". The Observation must specify and explain the reason why a negative response is made. Additionally, where a box is marked "Not Seen", the reason for the "Not Seen" response must be given in the Observation section accompanying the question.

In cases where a "Not Applicable" response is required, the "Not Applicable" response is treated in the same way as a "Yes" response and there is no requirement for the reason to be made in the Observations section accompanying the question. However, if, in the inspector's judgment an explanatory comment is necessary, the inspector may make such comment in the "Other Comments" section accompanying the question provided such comment makes amplification to assist the understanding of a report recipient as

to an issue associated with a specific question. In some cases, where the type of vessel being inspected results in one or more questions being not applicable to that type of vessel, the Report Editor is programmed to automatically answer those questions “Not Applicable”.

At the end of each part there is an Additional Comments section. If the inspector has additional comments in respect of subject matter that is not covered by the specific questions in the chapter, the inspector may make such comments in the Additional Comments section.

The above listed requirements are summarized below:

Box	Option	Response
Y	Yes	Tick “Yes” if, in the inspector’s professional judgement assisted by the guidance (if provided), a positive response can be made to the question. If, in the inspector’s judgement the Yes response requires to be amplified with further positive comments, the inspector may record such comments in the Other Comments box. Inspectors should keep in mind, that unless an unusual situation needs to be positively described, then a “Yes” response without comment is adequate.
N	No	Tick “No” if, in the inspector’s professional judgement assisted by the guidance (if provided), a negative response should be made to the question.
NS	Not Seen	Tick “Not Seen” if the issue addressed by a question has not been seen or checked by the inspector. The reason why the topic or issue was not seen must be recorded in the Observations box.
NA	Not Applicable	Tick “Not Applicable” if the subject matter covered by the question is not applicable to the vessel being inspected. In some cases, the “Not Applicable” response is made automatically within the software and is subject to the type of vessel being inspected. If, in the inspector’s judgement the Not Applicable response requires to be amplified with further comments, the inspector may record such comments in the Other Comments box. If, in the inspector’s judgment an explanatory comment is necessary, the inspector may make such comment in the “Other Comments” section accompanying the question provided such comment makes amplification to assist the understanding of a report recipient as to an issue associated with a specific question.
	Observations and Other Comments	An Observation by the inspector is required for a “No” or “Not Seen” response. Where the question specifically calls for inspector comment irrespective of how the response box is checked, such comments are required to be recorded in the “Other comments” section that accompanies the question. Inspectors are free to record comments even where a box is checked “Yes” provided such comment makes amplification to assist the understanding of a report recipient as to an issue associated with a specific question.
	Additional Comments	The Additional Comments section at the end of each chapter may be used to record comments in respect of the chapter that are additional to those which the inspector may make when responding to the specific questions.

CONDUCT OF INSPECTIONS

Mandatory Inspection Requirements

The following mandatory inspection requirements must be followed by inspectors in the conduct of their shipboard inspection.

General Requirements

1. The inspector must introduce himself or herself to the Master or the Master's authorized deputy, explain the scope of the inspection and discuss the preferred order in which it will be carried out, prior to commencement of the inspection. Inspectors should co-operate fully to conduct the inspection in the order that will cause the least disruption to the vessel's operations. The inspector must be accompanied by a member of the ship's staff at all times during the course of the inspection.
2. The inspector must set a good example with respect to his or her own personal safety procedures whilst on board the vessel and in the terminal and must wear appropriate personal protection equipment at all times.
3. Electrical or electronic equipment of non-approved type, whether mains or battery powered, must not be active, switched on or used within any gas-hazardous or other hazardous areas. This includes torches, radios, mobile telephones, radio pagers, calculators, computers, photographic equipment and any other portable equipment that is electrically powered but not approved for operation in a gas-hazardous area. It should be borne in mind that equipment such as mobile telephones and radio pagers, if switched on, can be activated remotely and a hazard can be generated by the alerting or calling mechanism and, in the case of mobile telephones, by the natural response to answer the call. Any specific Terminal requirements must be adhered to.
4. Any Observations that the inspector intends to record and mention at the inspection final report must be pointed out and discussed 'on site' at the time with the member of the ship's staff assigned to accompany the inspector. This ensures that the nature of the Observation is fully understood and can also avoid extended discussion at the end of the inspection.
5. On completion of the inspection, some Submitting Companies require the inspector to provide a list of the inspection findings in the form of written observations, others do not. In either case, the inspector must discuss the inspection findings with the Master or the Master's authorized deputy before leaving the vessel. Other than to prepare these observations, however, the inspector must not remain on the vessel to complete the inspection report.

Additional Requirements

In addition to the general mandatory requirements list above, the Inspector:

1. Must respond by entering the requested information or by checking one response box for each question;

2. Must, where guidance to a question is provided, consider all the guidance to determine how the question should be answered;
3. Must carefully consider and provide a proper response to every question;
4. Must use objective evidence when answering each question (the assurance of the vessel's staff is insufficient evidence or proof);
5. Must include an explanatory Observation in the Observation section that accompanies a question when it is answered "No" or "Not Seen". Where the OVIQ question is answered "Not Applicable" or in cases where the guidance requires a comment regardless of how a question is answered, such comment must be recorded in the "Comments" section.
6. Must not use a "Yes" response to any question where an inspector's Observation or Other comment contains negative elements (if there is such negative Observation or Other comment then the answer to that question should be "No");
7. Must not, in any Other Comment or Additional Comments, include:
 - a. Any overall or partial ship rating or indication of ship acceptability / non-acceptability;
 - b. Any matter unrelated to the topic of a OVIQ chapter and, in particular, any matter unrelated to ship safety and pollution prevention; and,
 - c. Any overall chapter ending or other partial summary of the inspector's findings;
8. Must give the factual basis and specific reasons for any opinions or subjective comments made by the inspector.
9. Must note any deficiencies or inspector-observed conditions, to which action was taken whilst the inspector was on board, and
10. Must not offer any comments or opinions with regard to actions to be taken in respect of any efficiencies or observed conditions noted by the inspector.
11. Must not use the expression "we" in any Observation or Other comment unless the inspection was conducted by more than one inspector.
12. Must not at any time give any verbal indication of ship acceptability / non-acceptability.
13. Must not discuss or communicate by any means (verbal, written, electronic or otherwise) any findings, information gained or outcome of the inspection with any third party other than those with a legitimate involvement in the inspection process for that vessel.

Permitted Inspection Actions

Inspectors may:

- I. Include in the “Comments” section accompanying any question, inspector comments even where the question is answered with a “Yes” provided such comments give useful information to the report recipient;
- II. Respond to questions or provide comments on the basis of material not included in the guidance specified for the question but must note this reliance and explain reason for the reliance;
- III. Include in the “Additional Comments’ for each chapter, any comments in respect of the subject matter not addressed by questions contained in the chapter additional to those that the inspector may make in response to the specific questions in the chapter; and
- IV. Respond to questions which are not applicable to either the vessel or its cargo by checking such questions “Not Applicable”.

Other Inspection Requirements

1. Unless authorized by the ICS Inspecting Member and agreed by the vessel’s operator, inspections should not take place at night. The inspector should consider requesting that equipment be run and tested to confirm that it is in operational order and that officers and crew are familiar with its operation, but must ensure that such requests do not cause delay or interfere with the safety and normal operation of the vessel.
2. It should be recognized that the overall objective of the inspection is to provide a Report with a factual record of the vessel’s condition and standard of operation at the time of the inspection and, in turn, allow an assessment of the risk that use of the vessel might pose.
3. The scope of an inspection is very much dependent on the size and complexity of the vessel, and as such there is no expected time frame for the completion of an inspection. Inspectors must take into account the hours of rest requirements that must be observed and ensure that the inspection does not interfere with these.
4. Under normal circumstances, an inspection will take place when a vessel is alongside in port either idle or undergoing mobilization or demobilization. During the course of the inspection ballast/void tank entry is discouraged. Physical assessment of the condition of ballast tanks/void spaces etc. can be made only in circumstances where the tank access hatches or plates can be removed and the tank internals sighted from the deck. In any event, actual tank access should only be made at the specific instructions of the inspecting company, with the authority of the Master and provided that port and terminal regulations allow.