



**LIBEROASSURANCE**

# **Certification Scheme**

## Certification of Persons

Marine Surveyors

# Work Instruction – WI0620 – Marine Surveyor Certification Scheme

## Contents

Contents .....	1
1 Certification Scope.....	2
2 Eligibility of prospective Candidates .....	2
3 Competence.....	2
3.1 Formal education .....	2
3.2 Certification expertise .....	2
3.3 Training.....	2
3.4 Experience.....	3
3.4.1 Class & Statutory Surveyor.....	3
3.4.2 ISM-ISPS-MLC Auditor.....	3
3.4.3 Flag State and Port State Control Inspector .....	4
3.4.4 Recreational Crafts Directive 2013/53/EU Inspector .....	4
4 Code of Conduct .....	5
5 Candidate Rights and Duties.....	5
5.1 Rights .....	5
5.2 Obligations.....	5
6 Examiner qualification.....	5
7 Assessment methods for Initial & Renewal Certification .....	6
7.1 Online Examination and Duration of Exam.....	6
8 General Records.....	6
9 Recertification procedure.....	6
10 Decision Making Process.....	6
11 Suspending, withdrawing or reducing the scope of certification .....	6
12 Certification Scheme Owner .....	7
13 References.....	7
14 Enclosures .....	7
15 Formats/Exhibits .....	7
16 Revision History .....	7
17 Annex 1 – Marine Surveyor’s code of Ethics .....	7

## 1 Certification Scope

The scope of the present certification is to check & certify against the minimum requirements of the Marine Surveyor as requested from various international maritime organisations

## 2 Eligibility of prospective Candidates

In order for a candidate to be eligible one has to fulfil the following requirements:

1. Be at least 18 years of age
2. Have a valid travel document such as passport or seaman's Book.
3. Comply with the present certification scheme code of ethics.
4. Proof of training (if applicable).
5. Copy of previous certificate (if applicable).
6. Be fit (mentally and physically) to work
7. If the inquiry received from a company which is seeking certification services for its employees, **declaration of work experience** should be sent along with the application form filled in and signed by authorized personnel in the company to declare the experience of the applicants.

## 3 Competence

### 3.1 Formal education

Qualifications (Diploma or equivalent) from a recognized tertiary institution within relevant fields of Naval Architecture and/or Marine engineering and/or Mechanical engineering incorporating courses relevant to the subject.

### 3.2 Certification expertise

Based on their specialty, each candidate can choose one or more specialties to be certified against, these include any of the below:

1. Class & Statutory
2. ISM, ISPS, MLC
3. Flag State
4. Port State Control
5. Recreational Crafts Directive 2013/53/EU

### 3.3 Training

Professionals involved in marine surveying should have undergone training relating to the following as applicable, particularly with regard to:

- Classification Societies rules and regulations;
- Applicable codes, guidelines and standards, as appropriate;
- Assessment techniques of examining, questioning, evaluating and reporting;
- Technical or operational aspects of safety management;
- Appropriate knowledge of shipboard operations;

## 3.4 Experience

Those responsible for verifying compliance with the requirements of the IMO Maritime Codes & Conventions and other EU or national legislation must be able to demonstrate knowledge understanding and proficiency indicatively on the following as applicable:

- International Convention on Load Lines (ICLL)
- International Convention for the Safety of Life at Sea (SOLAS)
- Convention on the International Regulations for Preventing Collisions at Sea (COLREG)
- International Convention for the Prevention of Pollution from Ships (MARPOL)
- International Convention on Tonnage Measurement of Ships (TONNAGE)
- International Safety Management Code (ISM Code)
- International Ship and Port Facility Security Code (ISPS Code)
- International Labour Convention (MLC)
- International code for Safe Carriage of Packaged Irradiated Nuclear Fuel
- International Convention on the Control of Harmful Anti-fouling Systems on Ships (AFS)
- International Convention for the Control and Management of Ships' Ballast Water and Sediments
- International code for construction and equipment of ships carrying liquefied gases in bulk (IGC)
- International Code for the Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk (IBC Code)
- 2013/53/EU Directive, EU CE Marking Legislation & RSG Guidelines
- Flag State Requirements
- PSC Concentrated Inspection Campaigns

### 3.4.1 Class & Statutory Surveyor

#### Work Experience

- Three (3) years as authorised surveyor of ships on behalf of Classification Society or
- Three (3) years of experience in design / construction of ships and/or floating structures

#### Survey Experience

- *At least ten (10) surveys with regards to Classification.*
- *At least ten (10) statutory ship surveys.*
- *At least three renewal surveys and at least one renewal survey on oil tanker*
- *Valid survey experience is regarded the following:*

<i>Annual Survey</i>	<i>Intermediate Survey</i>	<i>Renewal Survey</i>
<i>Tailshaft survey</i>	<i>Boiler Survey</i>	<i>Bottom Survey</i>
<i>SOLAS Surveys (Safety Construction, Safety Equipment, Radio etc.)</i>	<i>MARPOL Surveys (Oil, NLS, Sewage, Air etc.)</i>	<i>Load Line Survey</i>
<i>IBC/IGC Code Surveys</i>	<i>BWM Surveys</i>	

### 3.4.2 ISM-ISPS Auditor / MLC Inspector

#### Work Experience

<i>Document ID: Work Instruction – WI0620 Marine Surveyor Certification Scheme</i>		<i>Page 3 of 8</i>	
<i>Version: 1</i>	<i>Revision: 0</i>	<i>Controlled Copy: YES</i>	<i>Date: 03/03/2022</i>

## Work Instruction – WI0620 – Marine Surveyor Certification Scheme

- Three (3) years as authorised auditor of ships on behalf of Classification Society

### *Survey Experience*

- At least ten (10) audits as per ISM
- At least ten (10) audits as per ISPS
- At least ten (10) audits as per MLC
- Valid survey experience is regarded the following:

<i>ISM Audit</i>	<i>ISPS Audit</i>	<i>MLC Audit</i>
------------------	-------------------	------------------

### **3.4.3 Flag State Inspector**

#### **Work Experience**

- Three (3) years of experience in marine surveying

#### *Survey Experience*

- At least twenty (20) inspections according to Flag State legislation and ratified international legislation
- Valid survey experience is regarded the following:

<i>ISM Audit</i>	<i>ISPS Audit</i>	<i>MLC Audit</i>
------------------	-------------------	------------------

### **3.4.4 Port State Control Inspector**

#### **Work Experience**

- Three (3) years of experience in marine surveying

#### *Survey Experience*

- At least twenty (20) Port State Control Inspections according to national legislation
- Valid survey experience is regarded the following:

<i>ISM Audit</i>	<i>ISPS Audit</i>	<i>MLC Audit</i>
------------------	-------------------	------------------

### **3.4.5 Recreational Crafts Directive 2013/53/EU Inspector**

#### **Work Experience**

- Three (3) years as authorised inspector of small crafts and their components or
- Three (3) years of experience in design / construction of small crafts and their components

#### *Survey Experience*

- At least ten (10) inspections of small crafts and yachts
- Valid survey experience is regarded the following:

<i>Inspection as per RCD 2013/53/EU</i>	<i>Inspection as per Directive 94/25/EC</i>	<i>Inspection as per Directive 94/25/EC as amended by Directive 2003/44/EC</i>
---	---	--

# Work Instruction – WI0620 – Marine Surveyor Certification Scheme

<i>Yacht Condition Survey</i>		
-------------------------------	--	--

## 4 Code of Conduct

The applicable code of conduct may be found in Annex 1.

## 5 Candidate Rights and Duties

### 5.1 Rights

1. All successful applicants will receive certification
2. The candidate has the right to reschedule the examination by informing LiberoAssurance with two days' notice prior the examination time
3. All information received from the applicants, candidates or certified persons and information obtained during the certification process is not disclosed to an unauthorized party without the written consent of the individual (applicant, candidate or certified person), except where the law requires such information to be disclosed
4. All applicants, candidates or certified persons can raise a complaint in case of any dissatisfaction by sending email to LiberoAssurance provided email address including all details of his complaints

### 5.2 Obligations

1. All candidates should provide true and valid information and details in the application form as they will be used to assess his competency for granting the certification
2. To inform the certification body, without delay, of matters that can affect candidate's capability to fulfil the certification requirements
3. Candidates should not use the certification in such a manner as to bring LiberoAssurance into disrepute and not to make any statement regarding the certification which the certification body considers misleading or unauthorized

## 6 Examiner qualification

The examiner should have (as applicable for each specialty):

- a) Proven competence and training in International Maritime conventions and Codes;
- b) Experience in Classification & Statutory Surveys
- c) Experience in audits as per ISM, ISPS MLC Management Systems
- d) Experience in Flag State and Port State Control Inspections
- e) Experience in inspections as per Recreational Crafts Directive 2013/53/EU

## **7 Assessment methods for Initial & Renewal Certification**

### **7.1 Online Examination and Duration of Exam**

Both online and normal examination last of 120 minutes without break. Passing mark of the written - oral exam has been set to 70%. Maximum tries have been set to 3. In order for the candidate to continue with additional tries, provision of proof of additional training that is not less than 1 day / 6 hours.

## **8 General Records**

1. Passport or national ID
2. Examination paper
3. Examination result
4. Certificate issued
5. 1 photo passport size
6. Proof of work experience

## **9 Recertification procedure**

LiberoAssurance will contact the client in order to remind them of any expiring certification. In the event that the candidate wants to re-certify, application form will be sent to him to be duly filled and submitted. Candidate must complete all recertification requirements prior to the certification's expiration date. This includes:

1. Eligibility criteria
2. Passing the recertification Written/Oral exam
3. Recertification Written/Oral and practical examinations must be taken up to one month prior to the certification's expiration date

## **10 Decision Making Process**

Upon completion of the examination process, the invigilator will convey the exams to the examiner for scoring. The scoring will be done as the criteria set by the certification department of LiberoAssurance with minimum passing score for written examination to be at 60%. The scoring results will be passed to the decision maker who will make his decision based on the examination score, complying with all requirements, and completion of the certification fees. If all requirements are met, the candidate will be deemed as competent and consequently his/her certificate will be issued. Once the certificate has been issued, its validity is determined to 3 years.

## **11 Suspending, withdrawing or reducing the scope of certification**

LiberoAssurance has documented procedures for suspension or withdrawal of the certification, or reduction of the scope of certification. Failure to resolve the issues that have resulted in the suspension, in a time established by LiberoAssurance, shall result in withdrawal of the certification or reduction of the scope of the certification.

## 12 Certification Scheme Owner

LiberioAssurance has developed and maintains the certification scheme to cover the requirements of the Marine Surveyor.

## 13 References

- N/A

## 14 Enclosures

- Annex 1 – Marine Surveyor’s code of Ethics

## 15 Formats/Exhibits

- WI\_0700 Invigilator guidelines
- WF\_2500\_Application

## 16 Revision History

Rev No	Date	Description

## 17 Annex 1 – Marine Surveyor’s code of Ethics

A Marine Surveyor certified by LiberioAssurance should:

1. Act professionally and ethically
2. Pursue recognition, development and enhance the reputation of the Marine Surveyor’s profession
3. take over responsibilities that he/she is certified and do not use the certification in other roles that does not have the qualifications
4. Inform any interested parties of any conflicts of interest
5. Do not disclose any confidential information unless otherwise defined by the applicable law or by agreement with the stakeholders
6. Does not accept any form of pressure (money, gifts, etc.) by anyone, which could affect his professional judgment
7. Provide services based on objective criteria
8. Not act in a way that could affect or harm the reputation of the certification body
9. Cooperate with any investigation effort where there is a violation of Code of Conduct
10. Keep full and reliable file in terms of any complaints raised over the execution of his/her duties.