

# RUSSIAN MARITIME REGISTER OF SHIPPING



APPROVED

Director General  
Konstantin Palnikov  
22.10.2021

## **Procedure for Technical Supervision of Ships under Construction ND No. 2-060201-008-E**

Implemented since: 01.11.2021  
"Thesis" System No. – 21-259042  
Developed by: 322

**St. Petersburg  
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## Annotation

As compared to the version approved on 28.01.2021, the Procedure has been amended as follows:

- amendments have been introduced considering responsibility redistribution between Departments 312 and 322 in accordance with Order of the RS Director General No. 31 dated 01.10.2021;
- Appendix H has been amended considering the experience of organization of activities on dual classification.

## 1 Scope of application

1.1 The Procedure for Technical Supervision of Ships under Construction (hereinafter, the Procedure) establishes the order of operations conducted based on the RS rules, guidelines and the requirements of Maritime Administrations (MA) when carrying out technical supervision during construction of ships (as defined in 3.1 of the Procedure). The Procedure describes the technical supervision procedure from the process standpoint and establishes the main check points of the following stages: planning and carrying out of technical supervision, measurement and process efficiency and effectiveness analysis.

1.2 The provisions set forth in the Procedure and Appendices thereto shall be followed when carrying out technical supervision during construction of all ships irrespective of their gross tonnage and date of the Agreement on Classification of Ship under Construction. The Procedure is a normative document for RS management, RHO Locations (313, 314, 315, 381, 322, 328, 332, 325, 326, 343, 355, 602, 410, 430) and RS Branch Offices (100, 200).

In case of the technical supervision during construction of naval vessels and ships intended for civil services only, the provisions of the Procedure shall apply as may be practical and reasonable as per ND No. [2-030101-043](#) – Guidelines on Technical Supervision during Design and Construction of Auxiliary Ships of the RF Navy.

1.3 For ships being built for the RF flag, the procedure of the actions of the RS Branch Offices as regards the Technical Regulations on the Safety of Sea Transport Items in the RS Activities is specified in ND No. [2-030101-029-E](#) – Guidelines on Application of Technical Regulations on the Safety of Sea Transport Items in the RS Activities.

1.4 The Procedure is developed both in Russian and English, the original version is maintained in electronic format.

## 2 Normative references

When developing the Procedure, the requirements of the following normative documents, as well as of the normative documents referred to in the text have been taken into consideration (short titles of ND are given for reference in the Procedure; refer to 3.2):

- 1) IMO resolution [MSC.349\(92\)](#) – Code for Recognized Organizations (RO Code);
- 2) ND No. [1-0228-021-E](#) – IACS QSCS. IACS Quality Management System Requirements;
- 3) ND No. [2-020101-124-E](#) – Rules for the Classification and Construction of Sea-Going Ships (RS/C Rules);
- 4) ND No. [2-020101-130-E](#) – Rules for Technical Supervision during Construction of Ships and Manufacture of Materials and Products for Ships (RS/TS Rules);
- 5) ND No. [2-030101-042-E](#) – Guidelines on Technical Supervision of Ships under Construction (the Guidelines);
- 6) ND No. [2-040101-012](#) – Procedure for Conclusion and Execution of Agreements;
- 7) ND No. [2-040202-018-E](#) – Instructions for Ship Files Maintenance;
- 8) ND No. [2-060101-001-E](#) – Quality Manual;
- 9) ND No. [2-060203-027-E](#) – Procedure for Reviewing Requests for RS Services;
- 10) ND No. [2-060203-028-E](#) – Procedure for Control of Quality Records;
- 11) ND No. [2-060201-026-E](#) – Procedure for Technical Supervision During Manufacture of Materials and Products for Ships;
- 12) ND No. [2-060201-003-E](#) – Procedure for Review of Technical Documentation for Ships, Materials and Products;
- 13) ND No. [2-050101-001-E](#) – Regulations for Registration of Ships and Offshore Installations in RS;
- 14) ND No. [2-030101-043](#) – Guidelines on Technical Supervision during Design and Construction of Auxiliary Ships of the RF Navy;
- 15) ND No. [2-030101-029-E](#) – Guidelines on Application of Technical Regulations on the Safety of Sea Transport Items in the RS Activities;
- 16) ND No. [2-049901-001](#) – Procedure for Application of the RS Document Forms to be Issued During Technical Supervision;
- 17) ND No. [2-030101-009-E](#) – Guidelines on Technical Supervision of Ships in Service;
- 18) ND No. [2-060102-002-E](#) – Procedure for RS Performance Evaluation and Improvement.

## 3 Terms. Definitions Abbreviations

In the Procedure the use is made of the terms, definitions and abbreviations used given in ND No. [2-060101-001-E](#) – Quality Manual, the RS rules and guidelines on technical supervision, as well as those applied in the RS practice of technical supervision. Other terms, definitions and abbreviations used in the Procedure are given below.

### 3.1 Terms and definitions

**Ship** for the purposes of the Procedure, means ship (including mobile offshore drilling unit, floating offshore oil-and-gas production unit and wig craft), fixed offshore platform, manned submersible, ship diving system.

**Customer** means a shipyard or prospective shipowner or party applied to RS with a request to carry out technical supervision during construction. The Customer is a consumer.

**Request** means applying to RS for its service. It is made by the Customer as per form [430.1.6.2](#) (the current version is posted in Section "Legal Division" on the RS internal website).

**Contract on technical supervision** means an Agreement on Classification of Ship under Construction drawn up as per standard editable form [430.1.6](#), Dual Classification Agreement made between RS and another classification society (ACS) (if payment for the RS services is made in accordance with this agreement) or agreement

drawn up as per the Customer form agreed with RS.

*Note.* If upon receiving the request by RS the expected ship flag is unknown, the following shall be included in the Contract on technical supervision: "The firm shall notify RS after determining the expected ship flag. RS shall check the ship compliance with the applicable requirements of Administration".

Additional requirements of MA are available on the RS internal website:  
[http://gur.rs-head.spb.ru/win/survey/ma/Main\\_MA.htm](http://gur.rs-head.spb.ru/win/survey/ma/Main_MA.htm)

**Dual Classification Agreement** - for purpose of the Procedure means trilateral agreement between RS, ACS and the shipyard, containing the agreed and mandatory decisions of RS and ACS, stipulating the order of interaction, rights and obligations of the societies on the dual classification of a ship under construction. As a rule, this agreement is a Project Control Document.

**Project Control Document (PCD), Working Agreement (WA), Project Information Manual (PIM), etc.** means the document developed, agreed and signed by two classification societies and the shipyard with respect to the particular ship and containing a list of the applicable normative documents and detailed instructions on the differentiation of functions and responsibilities between RS and ACS during technical supervision over the design and construction of the ship to a dual class, including review of technical documentation, surveys under construction, surveys of materials and products and participation in trials). In specific cases, the Project Control Document (PCD), Working Agreement (WA), Project Information Manual (PIM), etc. maybe also signed by other parties (e.g., the designer and prospective shipowner).

**First entry** means the first survey document for an item that was subject to the RS technical supervision by the RS Surveyor, e.g. shipbuilder's document (report, notification signed by the RS Surveyor) or entry (with a Report issuing when the remarks have been made) at patrol (periodical inspection) in NewBuildingRS software.

**NewBuildingRS** means a program designed for planning the RS technical supervision during designing and construction of ships and recording the supervision results. The functions are also provided in the program to allow the authorised RHO personnel and Heads of the RS Branch Offices to monitor the RS Branch Offices activity of technical supervision during designing and construction of ships and obtain data for the processes review.

## 3.2 Abbreviations

- 1) **ST** – sea trials.
- 2) **MT** – mooring trials.
- 3) **RS/C Rules** – Rules for the Classification and Construction of Sea-Going Ships.
- 4) **RS/TS Rules** – Rules for Technical Supervision during Construction of Ships and Manufacture of Materials and Products for Ships.
- 5) **Guidelines** – Guidelines on Technical Supervision of Ships under Construction.
- 6) **DB** – Fleet database.
- 7) **SP** – shell plating.
- 8) **AT** – azimuth thruster.
- 9) **BSF** – bottom-and-side fittings.
- 10) **CS** – classification society.
- 11) **NDT** – non-destructive testing.

## 4 Arrangement of application process of the RS rules, guidelines and the requirements of Administration when carrying out technical supervision during construction

### 4.1 General

Survey of ships under construction constitutes an integral part of the RS technical supervision. The RS customers' satisfaction depends on the results of technical supervision, therefore RS considers the activities on technical supervision of ships under construction as a fundamental process (process code – F4.1). The process owner is RHO Newbuilding Department (Department 322).

### 4.2 Process flow chart and planning

The flow chart for survey of ships under construction is given in Fig. 4.2. The notes and comments to the flow chart are given in Table 4.2.

Flow chart of survey of ships and offshore installations under construction, F4.1

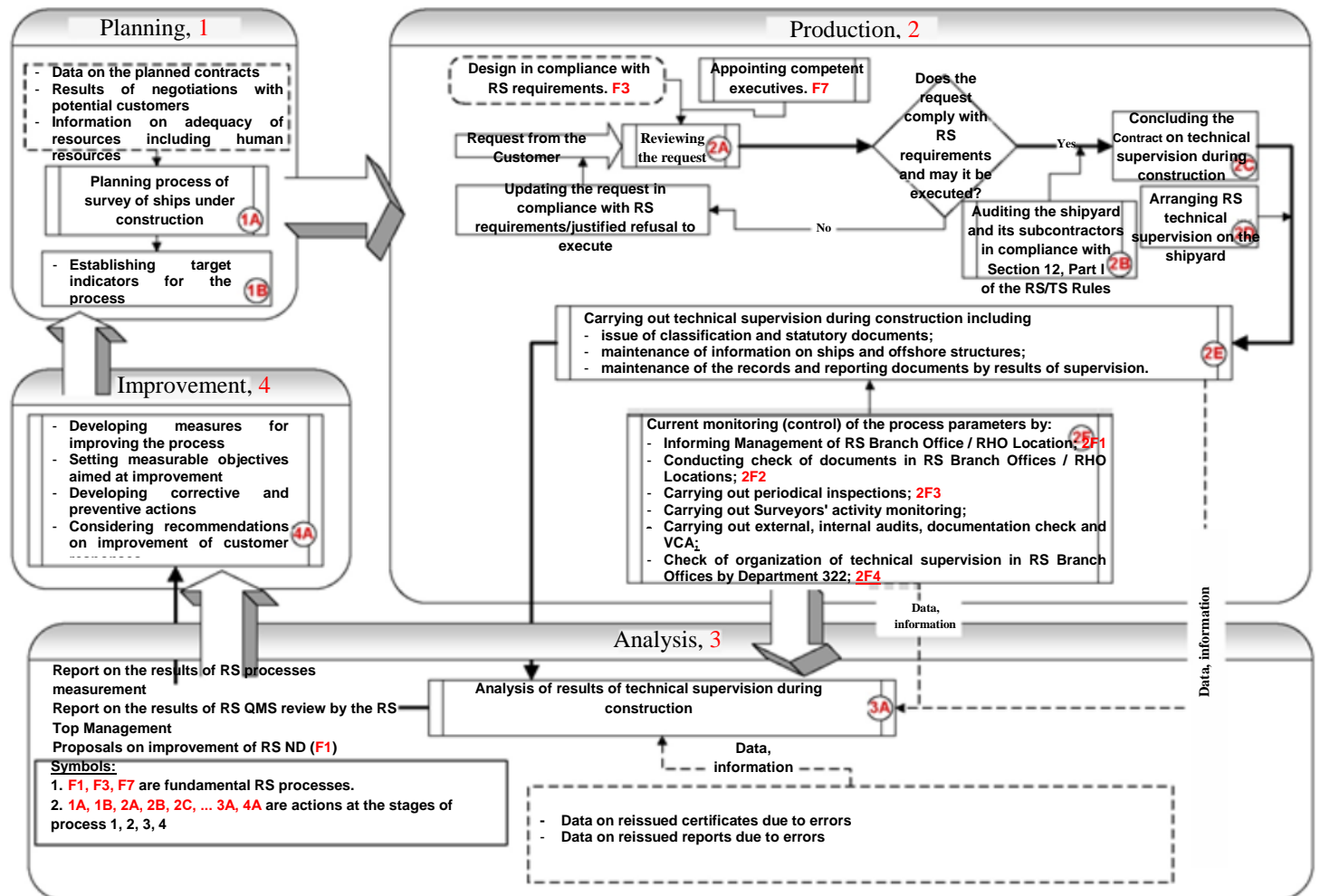


Fig. 4.2

Table 4.2

Notes to the flow chart of survey of ships	
Process stage, symbol	Notes, references to normative documents
1A	Pre-contract interaction with shipowners and shipyards aimed at concluding agreements for the classification of ships under construction shall be performed by Marketing & PR Department (325) together with other RS Branch Offices/RHO Locations.
1B	Key performance indicators (KPI) for technical supervision of ships under construction are given in <a href="#">Appendix E</a> . In excess of the established indicators, additional measurable objectives and actions may be developed that are aimed at improving fundamental process F4.1. The established target indicators and actions are recorded in the RS plans.
2A	<p>The request shall be reviewed and processed in compliance with ND No. <a href="#">2-060203-027-E</a> – Procedure for Reviewing Requests for RS Services, considering the following features.</p> <p>A request for technical supervision of ships under construction shall be made as per form <a href="#">430.1.6.2</a> in compliance with the provisions of ND No. <a href="#">2-040101-012</a> – Procedure for Conclusion and Execution of Agreements. If the Customer makes a request as per another form, RS provides the Customer with form <a href="#">430.1.6.2</a> to be filled in.</p> <p>The Customer shall fill in all applicable parts of the request as per form <a href="#">430.1.6.2</a>. Where necessary, the RS Branch Office/RHO Location that received the request on technical supervision shall ask the Customer for all necessary explanations and/or additions. The terms of the request may be clarified by any means agreed with the Customer, including direct clarification by the RS representative by hand in the request body (e.g., when clarifying the details by phone). The next versions of the request received in this manner are considered additional compared to the first predominant version.</p> <p>The RS Branch Office/RHO Location that received the application from the Customer shall review it irrespective of the RS Branch Office/RHO Location that shall fulfil the request. When the region where the request is fulfilled differs from that of the RS Branch Office that received the request, this application shall be registered via the "Thesis" System as an incoming document and then redirected to the RS Branch Office responsible for this region.</p> <p>If for reasons beyond control the request cannot be fulfilled by the RS Branch Office independently, the Head of the RS Branch Office shall immediately redirect the incoming document to RHO Department 322 indicating reasons of failure to process the request and indicating the RS Branch Office that is capable of fulfilling the request (to be preliminary agreed by the Heads of the RS Branch Offices).</p> <p>As a rule, three surveyors duly certified for appropriate qualifications shall be assigned for surveys of ship under construction (number of surveyors depends on the construction progress and scope of examinations and testing indicated in the Examination and Test Plan).</p> <p>To process the requests, the RS Branch Office use the "Thesis" System, which enables determining the document status and tracing the fulfilment of the request. The request processing procedure using the "Thesis" System is given in the System Operating Instructions.</p> <p>Including the set of documents issued by results of the initial survey of ship after construction in the request card of the "Thesis" System is not required.</p> <p>If the request on classification of ship under construction is received by RHO, the request shall be reviewed and contractual documentation shall be prepared for each case separately and, where necessary, with RHO Marketing &amp; PR Department (325) involved.</p>
2B	The list of potential shipyard subcontractors to be involved in construction is requested by the RS Branch Office prior to technical supervision. The shipyard and its subcontractors are audited in compliance with the applicable provisions of Section 12, Part I "General Regulations for Technical Supervision" of the RS/TS Rules.



	<p>The audit may be carried out (depending of the extent of information of the particular shipyard available at RS):</p> <ul style="list-style-type: none"> <li>- based on a separate request prior to concluding the Contract on technical supervision.</li> <li>- under the Contract on technical supervision as a stage preceding technical supervision of ship under construction.</li> </ul> <p>The audit results are recorded in Report (form <a href="#">6.3.19</a>) and in the Shipyard Construction Facilities Review Record (form <a href="#">6.3.19Z23</a>) where applicable according to Section 2 of the Guidelines).</p>
<p>2C</p>	<p>Unless provided otherwise, the Contract on technical supervision shall be drawn up on the basis of editable form <a href="#">430.1.6</a> with Annex 2, form <a href="#">430.1.6.1</a>, prior to concluding the Contract, it shall be approved in compliance with ND No. <a href="#">2-040101-012</a> – Procedure for Conclusion and Execution of Agreements.</p> <p>In separate cases of dual classification, the Contract may be drawn up in the form of Agreement on undertaking the dual class services (execution of sub-contract works) between RS and ACS, if RS acts as a subcontractor of this classification society.</p>
<p>2D</p>	<p>The following is included into arrangement of technical supervision on the shipyard:</p> <ol style="list-style-type: none"> <li>1) establishment of a Survey Station at the shipyard or the RS Surveyors' team in the RS Branch Office;</li> <li>2) conducting of a kick-off meeting (in compliance with the applicable provisions of the Guidelines). Results of the meeting are recorded in the Minutes of kick-off meeting (form <a href="#">322-01</a>) with attached Table "Survey Requirements" (form <a href="#">322-02</a>) is available on the RS internal website in Section "Newbuilding Department/Forms of Documents");</li> <li>3) review and agreement of shipyard standards according to 2.18, Part I "General Regulations for Technical Supervision" of the RS/TS Rules and the applicable provisions of the Guidelines;</li> <li>4) arrangement of cooperation and data exchange between the parties involved into the ship construction process;</li> <li>5) provision of safe surveys in compliance with the standards established at the shipyard and by the RS requirements (ND No. <a href="#">2-170101-001-E</a> – Occupational Safety Instructions for RS Surveyors Conducting Survey of Ships and Items of RS Technical Supervision);</li> <li>6) agreement of the List of Items of Technical Supervision (Examination and Test Plan). The List shall be developed by the shipyard on the basis of applicable provisions of the Guidelines and shall be agreed with RS in compliance with Section 13, Part I "General Regulations for Technical Supervision" of the RS/TS Rules. A copy of the List shall be mandatory kept at the RS Survey Station or in the RS Branch Office and is the basic working document used in the course of technical supervision;</li> <li>7) available set of approved technical documentation at least in the scope sufficient for start of technical supervision;</li> <li>8) agreement with the shipyard and the RS Branch Office responsible for design review, where necessary, of the principles for making amendments to the approved technical documentation with regard to Section 10, Part II "Technical Documentation" of the RS/TS Rules.</li> </ol>
<p>2E</p>	<p>Technical supervision during construction shall be carried out in compliance with Section 13, Part I "General Regulations for Technical Supervision" of the RS/TS Rules and the Guidelines, ND No. <a href="#">2-030101-014</a> – Guidelines on Technical Supervision during Construction of Nuclear Ships and Floating Facilities, Nuclear Support Vessels, Manufacture of Materials and Products for Ships, ND No. <a href="#">2-030101-043</a> – Guidelines on Technical Supervision during Design and Construction of Auxiliary Ships of the RF Navy. ND No. <a href="#">2-030201-008-E</a> – Guidelines on Survey of Manned Submersibles and Ship's Diving Systems under Construction and in Service. RS Surveyor's standard actions when preparing for and carrying out surveys at the shipyard are given in Appendix F.</p> <p>The procedure of interaction between RS, ACS and the shipyard when carrying out the technical supervision of ships under construction to dual class is specified in Appendix H.</p>

	<p>If there are any outstanding requirements at the final stage of construction, when issuing the ship documents, the provisions 4.2.3, Part III "Survey of Ships in Compliance with International Conventions, Codes, Resolutions and Rules for the Equipment of Sea-Going Ships" and Appendix 17, ND No. <a href="#">2-030101-009-E</a> - Guidelines for Technical Supervision of Ships in Service.</p> <p>When a partially constructed ship is transferred to a shipyard within the area of activities of another RS Branch Office, the instructions in Appendix G shall be followed.</p> <p>Registering a ship/offshore structure, providing in-service supervision data to the Register of Ships, making a ship/ offshore structure file and updating the SSR database are performed in compliance with the provisions of ND No. <a href="#">2-040202-018-E</a> – Instructions for Ship Files Maintenance and ND No. <a href="#">2-050101-001-E</a> – Regulations for Registration of Ships and Offshore Installations in RS. In this case, the RS Branch Office for technical supervision during construction is responsible for timely updating of the database (the database monitoring, data submission to RHO Ship Records Maintenance Department (343) and control of the updating thereupon).</p> <p>Maintenance of the records by results of technical supervision. The list of records issued when performing technical supervision during construction and information on the necessity of including them into the electronic file of the ship under construction is given in Appendix B. The records are kept in electronic and hard files of the ship under construction and are controlled in compliance with the requirements of ND No. <a href="#">2-060203-028-E</a> – Procedure for Control of Quality Records. The list of records varies, depending on the ship type and purpose, specific features and differences in the ship construction inherent to the country where the Register performs its technical supervision. The electronic file shall be created and the records shall be sent to the electronic file in compliance with ND No. <a href="#">2-040202-018-E</a> – Instructions for Ship Files Maintenance.</p> <p>Procedure for submission to the RS Branch Office of the ship records and their list are given in ND No. <a href="#">2-040202-018-E</a> – Instructions for Ship Files Maintenance.</p>								
<p>2F</p>	<table border="1"> <tr> <td data-bbox="272 1086 347 1339"> <p>2F1</p> </td> <td data-bbox="347 1086 1479 1339"> <p>Recording of the scope and results of surveys carried out according to the list as well as during periodical inspections shall be performed using NewBuildingRS program.</p> <p>The User's Manual for NewBuildingRS software is available on the <a href="#">RS internal website "Newbuilding Department/NewBuildingRS program"</a></p> <p>In case of dual classification, as agreed with Department 322, the identical systems of ACS – partner in dual classification may be used considering provisions of 1.3.1, Appendix H.</p> </td> </tr> <tr> <td data-bbox="272 1339 347 1509"> <p>2F2</p> </td> <td data-bbox="347 1339 1479 1509"> <p>The general provisions for documents' check are given in Section 6, ND No. <a href="#">2-060203-028-E</a> – Procedure for Control of Quality Records.</p> <p>The main requirements to the preliminary and control check of the RS documents issued upon survey results of ships under construction are given in Appendix C.</p> </td> </tr> <tr> <td data-bbox="272 1509 347 1680"> <p>2F3</p> </td> <td data-bbox="347 1509 1479 1680"> <p>Patrols (Periodical inspections) shall be carried out in compliance with 13.4 of the RS/TS Rules and the applicable provisions of Section 2 of the Guidelines.</p> <p>Patrols are both an element of technical supervision and the instrument to monitor the technical supervision parameters.</p> </td> </tr> <tr> <td data-bbox="272 1680 347 2121"> <p>2F4</p> </td> <td data-bbox="347 1680 1479 2121"> <p>Check of the organization and carrying out of technical supervision of ships under construction in the RS Branch Offices shall be performed by Department 322 using the Fleet Database, ship's electronic files, NewBuildingRS and the "Thesis" System.</p> <p>Quality assessment of technical supervision carried out by the RS Branch Offices is performed by Department 322 quarterly, using Parts A and B of the Check-list of the RHO Location/ RS Branch Office assessment (check) on process F4.1, forms <a href="#">322-06En</a>, <a href="#">322-06Ru</a>, <a href="#">322-07En</a>, <a href="#">322-07Ru</a>. The assessment results are forwarded to Quality Division (410) according to 4.8, ND No. <a href="#">2-060102-002-E</a> – Procedure for RS Performance Evaluation and Improvement.</p> <p>For the unbiased quality assessment of the organization and technical supervision, Department 322 shall apply the Scale of Quality Assessment of Technical Supervision.</p> <p>Control copies of the Check-list of the RHO Location/RS Branch Office assessment (check)</p> </td> </tr> </table>	<p>2F1</p>	<p>Recording of the scope and results of surveys carried out according to the list as well as during periodical inspections shall be performed using NewBuildingRS program.</p> <p>The User's Manual for NewBuildingRS software is available on the <a href="#">RS internal website "Newbuilding Department/NewBuildingRS program"</a></p> <p>In case of dual classification, as agreed with Department 322, the identical systems of ACS – partner in dual classification may be used considering provisions of 1.3.1, Appendix H.</p>	<p>2F2</p>	<p>The general provisions for documents' check are given in Section 6, ND No. <a href="#">2-060203-028-E</a> – Procedure for Control of Quality Records.</p> <p>The main requirements to the preliminary and control check of the RS documents issued upon survey results of ships under construction are given in Appendix C.</p>	<p>2F3</p>	<p>Patrols (Periodical inspections) shall be carried out in compliance with 13.4 of the RS/TS Rules and the applicable provisions of Section 2 of the Guidelines.</p> <p>Patrols are both an element of technical supervision and the instrument to monitor the technical supervision parameters.</p>	<p>2F4</p>	<p>Check of the organization and carrying out of technical supervision of ships under construction in the RS Branch Offices shall be performed by Department 322 using the Fleet Database, ship's electronic files, NewBuildingRS and the "Thesis" System.</p> <p>Quality assessment of technical supervision carried out by the RS Branch Offices is performed by Department 322 quarterly, using Parts A and B of the Check-list of the RHO Location/ RS Branch Office assessment (check) on process F4.1, forms <a href="#">322-06En</a>, <a href="#">322-06Ru</a>, <a href="#">322-07En</a>, <a href="#">322-07Ru</a>. The assessment results are forwarded to Quality Division (410) according to 4.8, ND No. <a href="#">2-060102-002-E</a> – Procedure for RS Performance Evaluation and Improvement.</p> <p>For the unbiased quality assessment of the organization and technical supervision, Department 322 shall apply the Scale of Quality Assessment of Technical Supervision.</p> <p>Control copies of the Check-list of the RHO Location/RS Branch Office assessment (check)</p>
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<p>2F4</p>	<p>Check of the organization and carrying out of technical supervision of ships under construction in the RS Branch Offices shall be performed by Department 322 using the Fleet Database, ship's electronic files, NewBuildingRS and the "Thesis" System.</p> <p>Quality assessment of technical supervision carried out by the RS Branch Offices is performed by Department 322 quarterly, using Parts A and B of the Check-list of the RHO Location/ RS Branch Office assessment (check) on process F4.1, forms <a href="#">322-06En</a>, <a href="#">322-06Ru</a>, <a href="#">322-07En</a>, <a href="#">322-07Ru</a>. The assessment results are forwarded to Quality Division (410) according to 4.8, ND No. <a href="#">2-060102-002-E</a> – Procedure for RS Performance Evaluation and Improvement.</p> <p>For the unbiased quality assessment of the organization and technical supervision, Department 322 shall apply the Scale of Quality Assessment of Technical Supervision.</p> <p>Control copies of the Check-list of the RHO Location/RS Branch Office assessment (check)</p>								



	<p>on process F4.1 and the Scale of Quality Assessment of Technical Supervision are posted on the RS internal website in the sections "<a href="#">Newbuilding Department/Forms of Documents</a>" and "<a href="#">Newbuilding Department/Miscellaneous</a>", accordingly.</p>
<p>3A</p>	<p>Process measuring and analysis are performed by Department 322 quarterly in compliance with Appendix E. Data is sent to Quality Division (410) for integration and preparing the summary of functioning of the RS processes.</p>
<p>4A</p>	<p>Actions to improve the process F4.1 shall be developed, as a rule, by Department 322 (with the participation of the RHO Locations/RS Branch Offices) on the basis of the review results of the process parameters and the proposals on the process improvement. List of actions to improve the KPI developed upon results of the RS QMS analysis by the Top Management is included in the Risk Register.</p>

## Appendix A

### Records on technical supervision of ships under construction to be included into the electronic file/NewBuildingRS software at various stages of construction

STAGES OF CONSTRUCTION	TYPE OF REPORT	CONTENTS OF REPORT
<p>1. STEEL WORK AT THE SHIPYARD AND START OF ASSEMBLY-WELDING WORK</p>	<ul style="list-style-type: none"> <li>• Copy of the Contract for Construction, excluding financial part, or the shipyard written refusal to submit it, copy of the Agreement on Classification of Ship under Construction, copy of the letter of conclusion on the project being the basis to start the technical supervision;</li> <li>• Shipyard Construction Facilities Review Record (where applicable in compliance with Section 2 of the Guidelines);</li> <li>• First entry;</li> <li>• Minutes of kick-off meeting with the attached Table "Survey Requirements" (where applicable according to Section 2 of the Guidelines).</li> </ul>	<ul style="list-style-type: none"> <li>• Date of the Contract for Construction, basic data for classification;</li> <li>• Drawn up by means of form <a href="#">6.3.19z23</a>;</li> <li>• Progress of shipyard's work with the hull construction material;</li> <li>• Drawn up by means of forms <a href="#">322-01</a> and <a href="#">322-02</a></li> </ul>
<p>2. SHIP CONSTRUCTION</p> <p>2.1. Keel laying</p>	<ul style="list-style-type: none"> <li>• Report (form <a href="#">6.3.10</a>) and Keel Laying Certificate (form <a href="#">3.1.10</a>) (within 3 working days after keel laying).</li> </ul>	<ul style="list-style-type: none"> <li>• Attachment: shipyard copy of the keel laying report (sent for all ships).</li> </ul>
<p>2.2 Construction prior to launching</p>	<ul style="list-style-type: none"> <li>• A copy of surface preparation and coating processes agreement (Tripartite Agreement) in compliance with the Performance Standard for Protective Coatings (PSPC and PSPC-COT) of the IMO resolutions <a href="#">MSC.215(82)</a> and <a href="#">MSC.288(87)</a> (within 3 working days upon the agreement signing).</li> </ul>	<ul style="list-style-type: none"> <li>• According to 2.12.7.2.1 of the Guidelines.</li> </ul>

	<ul style="list-style-type: none"> <li>• Correct maintenance of records on performed surveys in NewBuildingRS program (including posting of photo and other materials illustrating the general construction progress and filling-in of the Section "Additional Information" in the ship's file).</li> </ul>	<ul style="list-style-type: none"> <li>• The following information shall be provided in Section "Additional information" of NewBuildingRS software, but not limited to:             <ul style="list-style-type: none"> <li>– repeated deficiencies;</li> <li>– deficiencies revealed at the patrols and actions taken by RS and the shipyard to eliminate them and to prevent in future;</li> <li>– disagreements or disputes with the shipyard or prospective shipowner;</li> <li>– condition of design documentation, remarks (if any);</li> <li>– issues of interaction with ACS (in case of dual-class ship construction), see Appendix H;</li> <li>– any other issues requiring attention of the RS Surveyor, management of the RS Branch Office/RHO Location.</li> </ul> </li> </ul> <p>Photo materials shall include, among others, the general view of the ship, engine room, fore and aft views.</p>
<p>2.3 Ship launching</p>	<ul style="list-style-type: none"> <li>• Copy of the Check List of the Ship Launching Readiness (form <a href="#">322-08</a>) confirming readiness of the ship for launching (within 3 working days after launching). Posting photo materials in NewbuildingRS illustrating technical condition of underwater hull, shell plating, azimuth thrusters, sea chests, bottom-and-side fittings, thruster, bilge keels, log/echo sounder and other appendages prior to ship's launching.</li> </ul>	<ul style="list-style-type: none"> <li>• The actual date of launching is indicated in the tab "Construction" of NewbuildingRS.</li> <li>• When an emergency situation occurred during the ship launching and resulted in damage of items of technical supervision, the Report as per form <a href="#">6.3.10</a> shall be drawn up containing the Surveyor's statement and conditions of further classification.</li> </ul>

<p>2.4. Outfitting and mooring trials</p>	<ul style="list-style-type: none"> <li>• Correct maintenance of records on the performed surveys in NewBuildingRS software (including posting of photo and other materials illustrating the construction progress and filling in the "Additional Information").</li> </ul>	<ul style="list-style-type: none"> <li>• The following information shall be provided in Section "Additional information" of the message, but not limited to:             <ul style="list-style-type: none"> <li>– repeated deficiencies revealed at the patrols and actions taken by RS and the shipyard to eliminate them and to prevent in future;</li> <li>– disagreements or disputes with the shipyard or prospective shipowner;</li> <li>– condition of design documentation, remarks (if any);</li> <li>– issues of interaction with ACD (in case of dual-class ship construction);</li> <li>– readiness of the ship and shipyard for mooring trials (MT);</li> <li>– readiness of the ship for sea trials (ST);</li> <li>– any other issues requiring attention of the RS Surveyor, management of the RS Branch Office/ RHO Location.</li> </ul> </li> </ul>
<p>3. SEA TRIALS 3.1 Sailing for ST</p>	<ul style="list-style-type: none"> <li>• Copy of the RS confirmation of the ship readiness for sea trials (if issued prior to commencement of sea trials)</li> </ul>	<ul style="list-style-type: none"> <li>• Confirmation of the ship readiness for sailing for ST.</li> </ul>
<p>3.2 ST completion</p>	<ul style="list-style-type: none"> <li>• Copy of the Report (form <a href="#">6.3.10</a>) or the letter to the shipyard (within 3 working days after ST completion).</li> <li>• When ST were conducted in several stages, the appropriate report/letter to the shipyard shall be issued upon the results of each stage.</li> </ul>	<ul style="list-style-type: none"> <li>• ST results, including the list of remarks and the list of items inspected.</li> <li>• In addition, all non-fulfilled RS requirements imposed earlier when carrying out of the technical supervision during construction and testing.</li> </ul>
<p>4 COMPLETION OF SHIP CONSTRUCTION 4.1 Fulfilment of previously imposed requirements</p>	<ul style="list-style-type: none"> <li>• Copy of the Report (form <a href="#">6.3.10</a>) confirming the performance of previously imposed requirements</li> <li>• Records in NewBuildingRS software to confirm fulfilment of all the RS requirements to the items of technical supervision.</li> </ul>	<ul style="list-style-type: none"> <li>• Data on fulfilment of the RS previously imposed requirements in previous reports/check lists/letters.</li> </ul>
<p>4.2 Issue of ship documents</p>	<ul style="list-style-type: none"> <li>• Set of ship documents issued upon results of initial survey of the ship under construction</li> </ul>	<ul style="list-style-type: none"> <li>• Confirmation of the ship compliance with the RS applicable requirements;</li> <li>• Set of photos illustrating to the extent possible the technical condition of the ship on the date of issue of the RS documents.</li> </ul>

## Appendix B

### List of records issued when performing technical supervision of ships and offshore installations under construction subject to uploading in electronic file

The complete list and amount of records for a particular RS Branch Office/Survey Station at the shipyard depending on the type of the ship under construction and practice of the shipyard as regards issuing records on items of technical supervision, as well as its storage method shall be determined by the Head of the RS Branch Office /Survey Station at the shipyard.

Document copies to be mandatory uploaded in electronic files (NEW\_BUILDING subdirectory) shall be submitted upon receipt/drawing-up.

Document uploading in electronic file means that the document has been checked and approved (if applicable), whereas the document itself may not be marked with the check confirmation (e.g., EDS).

Document
1. Copy of the contract for construction (excluding financial part) between the shipbuilder and prospective owner (or a copy of the shipyard written refusal to submit it)
2. Copy of the Agreement on Classification of Ship under Construction (form <a href="#">430.1.6</a> ) or other expressly agreed form together with Annexes (forms <a href="#">430.1.6.1</a> and <a href="#">430.1.6.2</a> ) and all additional agreements thereto (if any).
3. Copy of Dual Classification Agreement between RS and ACS and other project control documents in case of dual classification (refer to 1.2 of Appendix H).
4. Copy of the first letter of conclusion on the ship design documentation (if the ship design documentation is reviewed in parts, the first (intermediate) letter of conclusion, indicating the reviewed documentation being the basis to start technical supervision, shall be uploaded in NEW_BUILDING subdirectory.  In case of two-stage review of the ship design documentation, only conclusions on working documentation review shall be uploaded in electronic file. When the issue of the intermediate conclusion letters upon review of the working drawings is not required, the approved working drawing, for which compliance the first survey was performed, shall be uploaded in folder 04 "Letter of conclusion that was the basis to start technical supervision".  Information on approval of the ship design documentation shall be uploaded in Section "Additional Information", tab "Design" of NewBuildingRS software.  NOTE: mandatory general requirements for uploading of the ship-related correspondence are given in 4.4.4, ND No. <a href="#">2-040202-018-E</a> – Instructions for Ship Files Maintenance.
5. Final letter of conclusion with Appendices to be issued upon completion of the ship design documentation review in compliance with 6.8.1.1 (for the design documentation of ship under construction) or, where applicable, 6.8.2.2 (for working documentation) of ND No. <a href="#">2-060201-003-E</a> – Procedure for Review of Technical Documentation for Ships, Materials and Products.
6. Shipyard Construction Facilities Review Record, form <a href="#">6.3.19z23</a> .
7. Copy of the Minutes of kick-off meeting, form <a href="#">322-01</a> with the attached Table "Survey Requirements", forms <a href="#">322-02Ru</a> , <a href="#">322-02En</a> , copies of documents containing the RS-approved amendments or supplements to the Minutes or survey requirements.
8. Report (form <a href="#">6.3.10</a> ) and Keel Laying Certificate* (form <a href="#">3.1.10</a> ) * For ships with keels laid on or after 25.10.2011.
9. Shipyard copy of the Keel Laying Certificate (forwarded for all ships).
10. A copy of an agreement on verification of surface preparation and coating processes agreement (Tripartite Agreement) in compliance with the Performance Standard for Protective Coatings (PSPC and PSPC-COT) of IMO resolutions <a href="#">MSC.215(82)</a> and <a href="#">MSC.288(87)</a> (refer to 2.12.7.2.1 of the Guidelines).

11. Check List of the Ship Launching Readiness (form <a href="#">322-08</a> ).
12. Report (form <a href="#">6.3.10</a> ) with the requirements when an emergency situation occurred during the launching and resulted in damage of items of technical supervision.
13. RS confirmation on the ship readiness for sea trials, if issued upon shipyard's request (refer to 13.9.17, Part I "General Regulations for Technical Supervision" of the RS/TS Rules).
14. Report (form <a href="#">6.3.10</a> ) or a letter to the shipyard with remarks upon results of sea trials (refer to 13.9.18, Part I "General Regulations for Technical Supervision" of the RS/TS Rules).
15. Copy of the Report (form <a href="#">6.3.10</a> ) confirming fulfilment of the previously imposed requirements.
16. Declaration of Conformity of the shipyard on non-use of materials containing asbestos during ship construction (( <a href="#">IACS UI SC 249</a> ), form <a href="#">322-05</a> ).
17. Stage of Construction Statement (form <a href="#">3.1.11</a> ), if issued.



## Appendix C

### Instructions for check of documents issued upon results of initial survey of ships after construction

#### 1. Preliminary check

Draft documents issued upon results of construction of prototype and single ships (including the ships built by order of the RF Ministry of Defence) are subject to preliminary check in RHO after the preliminary check by the RS Branch Office. Department 322 may take a decision to conduct preliminary check in RHO also of a set of the documents on other ships (e.g, ships of a series, when the comments are drawn up upon results of control check in RHO of the document copies for the prototype ship, as well as when the comments are drawn up by the third party).

Preliminary check of draft documents issued upon results of the initial survey of ships under construction shall be performed in compliance with 6.1, ND No. [2-060203-028-E](#) – Procedure for Control of Quality Records.

The preliminary check shall be organized as per Diagram 1 of the Appendix; in doing so, the preliminary check in RHO is confirmed by an internal document in the "Thesis" System with a conclusion of the RHO Location having performed the check.

The RS Branch Office shall forward documents for the preliminary check to RHO in advance with due regard to the scheduled date of issuing documents for the ship, assuming that the preliminary check period shall not exceed 7 working days.

A set of the RS documents shall be sent for preliminary check with the maximum data introduced. Draft certificates and statements, as well as other documents of groups 1, 2, 3, 4, 5, 6 and 8 (MLC Standard A3.1) specified in 1.8, ND No. [2-049901-001](#) – Procedure for Application of the RS Document Forms to be Issued During Technical Supervision, shall be mandatory submitted.

Generally, the preliminary check of documents in RHO is carried out as per Diagram 1 of the Appendix. In doing so:

**1.1** specialists of Department 322 shall check the following:

- 1) conformity of competence to the areas of competence of the RS Surveyor assigned to fulfil the request;
- 2) conformity of authorization of the personnel having issued and signed a document;
- 3) correct filling-in of the document identification part in accordance with the established identification attributes stipulated in the form of the document;
- 4) correct form and filling-in according to the instructions for filling-in the forms given in the List of Electronic Forms of Documents and valid RS ND applicable during the work performance;
- 5) completeness of documents according to Annex 2 to the Agreement on Classification (form [430.1.6.1](#));
- 6) status of remarks/requirements imposed in the course of technical supervision during construction and sea trials of the ship and completeness of survey performance as per the List;
- 7) correct and unambiguous data, requirements, conclusions contained in the document and related to fulfillment of the Guidelines applicable provisions;
- 8) correct drawing-up of classification certificates, reports, checklists and survey reports pertaining to the competence of Department;
- 9) available letter of conclusion on the ship design documentation;
- 10) available information on meeting the requirements specified in the letter of conclusion on the ship design documentation (refer to 6.7.4, ND No. [2-060201-003-E](#) – Procedure for Review of Technical Documentation for Ships, Materials and Products);
- 11) available entry in the List of Surveys Status (form 6.3.51-1) according to 6.3.14.5, ND No. [2-049901-001](#) – Procedure for Application of the RS Document Forms to be Issued During Technical Supervision (when the equivalents have been approved for the ship).

**1.2** Specialists of Departments 313, 314, 315, 328, 332 and 381 shall check the following:

- 1) correct and unambiguous data, requirements, conclusions contained in the document related to the Department activities;
- 2) complete set of documents related to the Department activities, available appendices and documents serving as the basis for their issue.

**2. Control check**

Documents issued upon results of construction of single-built and prototype ships, including the ships built by order of the RF Ministry of Defence, shall be subject to control check.

Control check of documents is not required when upon results of preliminary check in RHO of the complete set of documents with the maximum introduced data no comments have been drawn up.

Generally, control check of documents in RHO is carried out as per Diagram 1 of the Appendix and the provisions of 1.1 – 1.2.

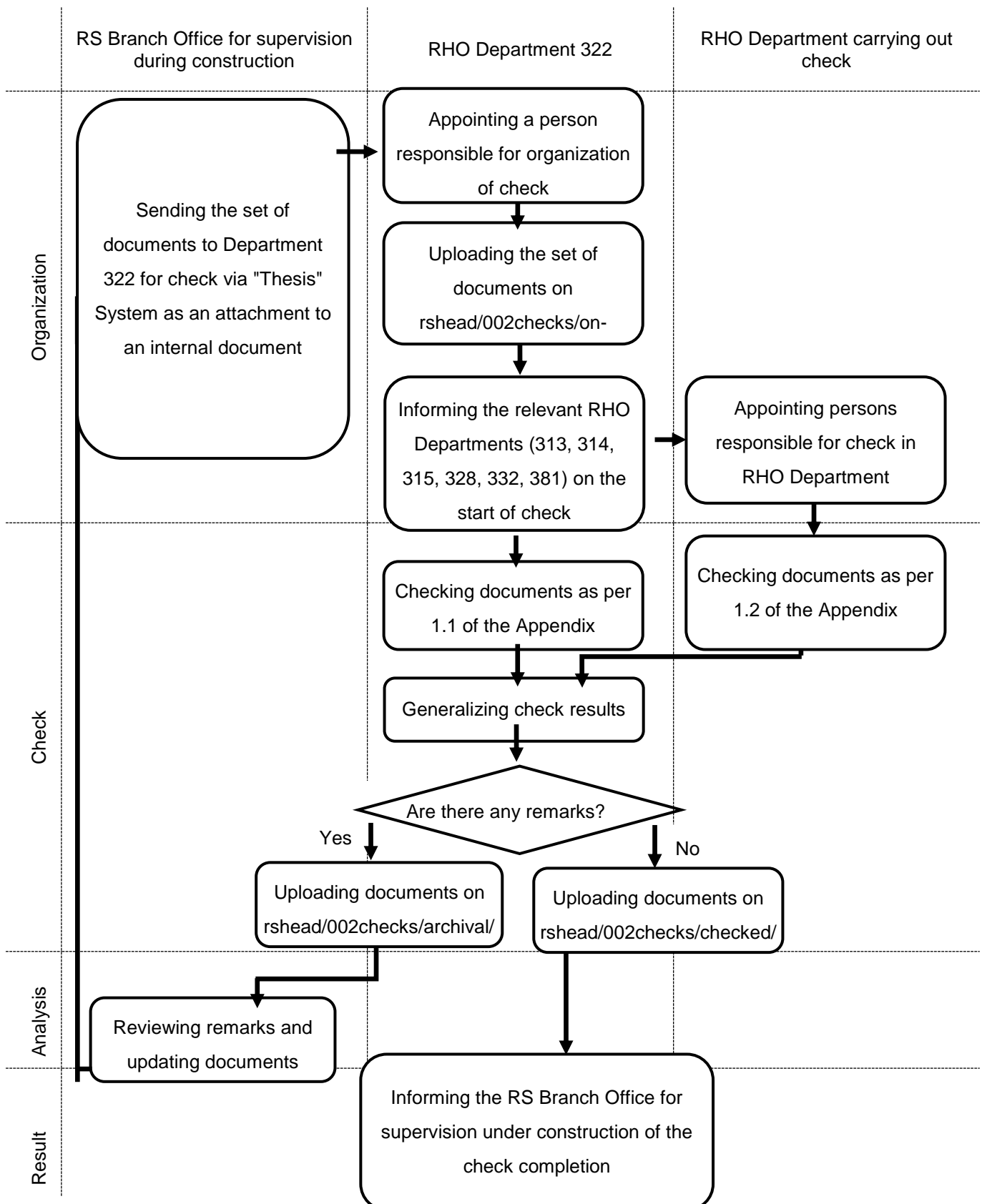
When upon results of control check in RHO, the comments are drawn up requiring the documents' replacement:

for the RS Branch Offices having issued the documents, control check in RHO is stipulated with respect to the documents for all the ships (not only for prototype and single-built ships) being built under technical supervision of the RS Branch Office until during the control check in RHO no comments, which require replacement of documents, are drawn up in two sets of documents in sequence.

The comments drawn up upon the check results shall be reviewed and processed according to 6.8, ND No. 2-060203-028-E – Procedure for Control of Quality Records.

ECD shall be uploaded in the ship's file according to 4.5.1.1, ND No. [2-040202-018-E](#) – Instructions for Ship Files Maintenance.

**Diagram 1. Preliminary and control checks of documents in RHO**



## Appendix D

### Patrols (Periodical inspections)

#### 1. General

- 1.1 Patrols (periodical inspections) are carried out in workshops and at the construction sites of shipyards (or outside the sites) where construction of any ship under the RS technical supervision is carried out. Patrols provide an opportunity to monitor and verify those aspects of shipyard operations that are difficult to be supervised and monitored regularly, namely: acceptance of materials and products, distribution and storage of welding consumables, qualification of welders and personnel performing different tests, compliance with welding and other procedures, monitoring of mechanical and heat processing of metal, monitoring of subcontractors, calibration of gauging and testing equipment, safety issues, etc.
  - 1.2 The RS Surveyor shall determine periodicity of such patrols depending on the nature of the item of technical supervision, quality of works performed by the shipyard and its subcontractors as well as production conditions.
  - 1.3 Any member of the surveyors` team may carry out unscheduled patrol at any time he/she visits the shipyard/subcontractor production facilities and witnesses the stage of construction, which is inefficiently monitored or performed with a breach of the procedures in place at the shipyard/subcontractor to exclude any possible alterations during a later stage of construction.
  - 1.4 The result of patrol is the Report on Periodical Inspection, which valid form is posted in Section "Newbuilding Department/ Forms of Documents" on the RHO internal website. When no comments are drawn up during patrol, the Report on Periodical Inspection is not filled in and the fact of the patrol completion is recorded in the Record Book of Periodical Inspections.
  - 1.5 The Report on Periodical Inspection shall be identified by identification code. The first three numerals stand for the RS Branch Office code and the rest for the ship hull number. The last four numerals stand for the serial number of the document as per the Record Book of Periodical Inspections (for instance, 322.880.0012 where 322 is the RHO Location code, 880 is the ship hull number and 0012 is the serial number of the Report).
  - 1.6 When deficiencies are identified during patrol, the Report on Periodical Inspection shall be sent to the representative of the shipyard QCD as per the shipyard practice and its scanned copy shall be available in the relevant card of the Record Book on Periodical Inspections in NewBuildingRS software. The Report shall contain the detailed information on the deficiencies identified. In order to simplify explanations and future references it is strongly recommended to attach photos to the Report.
  - 1.7 General deficiencies typical for all ships under construction at the shipyard shall be discussed with the shipyard at the periodical meeting regarding quality issues.
  - 1.8 Repeated deficiencies or deficiencies typical for all ships under construction shall be reported by the Senior Surveyor of the Survey Station (or the Head of the Survey Station) to the Director of the RS Branch Office responsible for construction for further analysis.
- 2. Standard list of items under technical supervision, which may and/or shall be monitored by periodical/unscheduled inspections in addition to surveys as per the List, is posted on the RS internal website in the Section "[Newbuilding Department/Instructions and Recommendations](#)".**

## Appendix E

### Analysis, process measurement and risk management

Measurement, analysis and assessment of the process F4.1 is conducted in accordance with ND No. [2-060102-002-E](#) – Procedure for RS Performance Evaluation and Improvement. Risks related to the process F4.1 are subject to periodical revision. In this respect, according to the requirements of ND No. [2-060102-002-E](#), the list of risks is revised, levels of risks are identified, and actions aimed to reduce level of unacceptable risks are developed and implemented.

Process measurement is carried out quarterly using indicators listed in Table 1. Based on the measurement results, Newbuilding Department (322) once a year shall determine the target indicators for process F4.1 in general and for the particular RS Branch Offices (where applicable).

Table 1

Indicator No.	Measurable indicators F4.1	Desired trend	RHO Department responsible for data collection	RS Branch Offices/ RHO Departments keeping data records	Measurements are carried out as applied to the process in general and to the RS Branch Offices below
1.	QCERT <sup>1</sup> , reissued by RS Branch Offices due to errors made / QCERT <sup>1</sup> , issued by RS Branch Offices	↓	322	100, 200	100, 200 (carrying out technical supervision of ships under construction)
2.	QREP <sup>2</sup> , reissued by RS Branch Offices due to errors made / QREP <sup>2</sup> , issued by RS Branch Offices	↓	322	100, 200	
3.	Assessment of quality of supervision as per the data of Fleet database, electronic ship's file, NBRS, "Thesis" System	↑	322	322, 100, 200	

<sup>1</sup> QCERT – total number of classification and statutory certificates (certificates also mean Supplements, Annexes and Lists to Certificates) issued upon results of initial survey of the ship under construction;

<sup>2</sup> QREP – total number of RS reports (reports also mean documents issued using forms of group 6 (6.1.03, 6.3.10 etc.) with the exception of 6.1.01, 6.4.7-1, 6.4.5 and 6.3.51-1) issued upon results of initial survey of the ship under construction;

## Appendix F

### The RS Surveyor's standard actions when arranging for technical supervision, preparing for and carrying out surveys at the shipyard

#### PART I. GENERAL ORGANIZATIONAL ISSUES

##### 1. Shipyard audit

1.1 The shipyard shall be audited at least for the purpose of the RS technical supervision (i.e. if RS has no experience with this shipyard, in accordance with 13.1, Part I "General Regulations for Technical Supervision" of RS Rules/TS).

Besides, if [IACS UR Z23](#) is applicable to the ship, the shipyard is to be also audited:

- where the shipyard contracts to build a vessel of a different type or substantially different in design.
- where the shipyard review was carried out long ago (more than one year ago) or when the yard's facilities have been changed significantly (therewith, the repeated issuing of the Report [f.6.3.19z23](#) is only required in case of significant changes of the yard's facilities. In other cases, it is sufficient to introduce brief information on the audit in the window "Additional Information", tab "Audits" of NewBuildingRS program).
- where there has been a significant change in the yard's staff or management, which may have affected newbuilding process (therewith, the repeated issuing of Report as per [f.6.3.19z23](#) is not required. It is sufficient to introduce brief information related to the audit, the nature of the change impact on the construction progress and measures to be taken by RS in the window "Additional Information", tab "Audits" of NewBuildingRS program).

1.2 The shipyard subcontractors involved in the activities related to the items of the RS technical supervision shall be also audited (7.2.8.1, Part I "General Regulations for Technical Supervision", 2.3.5.2, 2.3.5.3 of the Guidelines). In general, this is confirmed by Reports as per [Form 6.3.19](#) (where the ship is covered by [IACS UR Z23](#), Shipyard/Subcontractor construction facilities review records, [f. 6.3.19z23](#) shall be issued and in the case of dual classification - with other report documents according to the Project Control Document.

1.3 Regardless of [IACS UR Z23](#) applicability to the ship under construction, the shipyard subcontractors shall be recorded and controlled by the RS Branch Office engaged in the ship construction supervision (8.2.8, Part I of the RS Rules/TS, 2.7.3 of the Guidelines).

##### 2. Kick-off meeting

2.1 The kick-off meeting shall be mandatorily carried out prior to construction of prototype ships covered by [IACS UR Z23](#) (Section 2 of the Guidelines. Prior to construction of other lead ships, kick-off meetings with the shipyard shall also be carried out with issuing the Minutes using the RS standard forms (with due regard to the types of ships and their hull material) or in any format based on the provisions of Chapter 2.7 of the Guidelines. The dates in the shipyard inspection and kick-off meeting records shall clearly indicate that these events took place prior to the yard's works subject to the RS technical supervision (prior to any steelwork taking place).

2.2 Unless otherwise proposed by the shipyard, where applicable. [Form 322-01](#) with Appendix [322-02](#) shall be used. When another form of the Minutes is proposed by the shipyard, this form shall mandatorily include the provisions subject to discussion as per Chapter 2.7 and other applicable provisions of the Guidelines).

2.3 In case of dual classification, both classification societies shall participate in the meeting. In such a case, the extent of involvement and communication ways of both classification societies shall be indicated in the Minutes of the kick-off meeting (hereinafter referred to as the Minutes).

2.4 Where the design documentation at the time of the kick-off meeting has not yet been approved or has been approved partially, the Minutes shall indicate that the Surveyor will conduct surveys using the technical documentation available at the shipyard, but the RS final conclusion on compliance of the item with the RS requirements may be taken only when RS receives the approved drawing and ensures that there is no crucial difference (having an impact on classification) between the item manufactured according to the non-approved documentation and surveyed "as built" and its characteristics according to the approved drawing.

2.5 The Survey Requirements Table [f. 322-02](#) (hereinafter referred to as the Table) (placed in Russian/English on the Newbuilding Department page of the RS internal website) shall be mandatorily maintained and recorded as an appendix to the Minutes of the kick-off meeting prior to construction of ships covered by the requirements of the [IACS UR Z23](#).



**2.6** The survey method to be used by the hull surveyor (and, respectively, report documents/record to confirm the survey) shall be clearly indicated in the "Survey method required for classification" column of the Table. The appropriate steps shall be taken to include the items with the "witness" status in the column into the List of Items of Technical Supervision (Inspection & Test Plan). With respect to the items for which a "patrol" is a survey method, the records of such patrols (by means of NewBuildingRS software, if applied) shall be kept at the survey station.

**2.7** The "documents available to the classification surveyor during construction" shall be detailed in the Table, i.e. numbers/names of standards, numbers of plans, titles of NDT document forms, etc., as applicable (for example, 1.4, 1.5, 2.4, etc.) shall be specified. Therewith, in case there are a lot of quality standards applicable by the shipyard a List of standards submitted by the shipyard may be attached to the Minutes instead of their specifying in the Table.

**2.8** In the Survey Requirements Table the items not applicable to the ship type shall be removed/deleted as appropriate. For example, 2.5 – where no critical areas are provided in the design, 8.2 – where no ramps are provided in the design, 8.4 – where no forgings and castings are used on the ship, etc. At the same time, any design features requiring special/closer attention (for example, cargo tanks of gas carriers) shall be added. Some items shall be corrected in accordance with the ship design (for example, if azimuth propulsion thrusters are used on board the ship in lieu of conventional rudders, see 8.2).

## **PART II. COMMENCEMENT OF TECHNICAL SUPERVISION BY THE SURVEYOR**

### **1. Prior to surveying the item of technical supervision according to the list, the RS Surveyor shall:**

**1.1** Be briefed in occupational safety and examined as regards the "Occupational Safety Instructions for RS Surveyors Conducting Survey of Ships and Items of RS Technical Supervisions" (5.2 ND [2-170101-001-E](#)).

**1.2** Study shipyard's documents on occupational health and safety and be briefed at the shipyard (4.1, 4.2 ND [2-170101-001-E](#)). Safety precautions applicable at the enterprise shall be complied with (1.9, 1.10 of typical form 430.1.6).

**1.3** Check availability and completeness of the PPE set required for technical supervision with regard to ND No. [2-170101-015](#) – Instructions for the Procedure of Provision, Handling and Disposal of Safety Clothes, Special Boots and Other Personal Protection Equipment.

**1.4** Get familiarized with applicable functional duties.

**1.5** Get familiarized with the latest (current) revision of ND [2-060201-008-E](#).

**1.6** Study the shipyard structure and get familiarized with the Shipyard Review Record (if applicable).

**1.7** Get familiarized with the Agreement on Classification of Ship under Construction with special attention to the RS-issued documents and RS requirements applicable during construction. Unless applicable normative documents are provided in the Agreement, they shall be specified in the conclusion letter on the design (where the conclusion letter is not yet developed, the requirements are likely to be listed in the design specification).

In the case of ship construction for dual class, the RS Surveyor shall study the Dual Classification Agreement, see Appendix H.

**1.8** Study and review the provisions of the Contract between the shipyard and ship's Customer (a copy of the technical part of the Contract shall be available at the Survey Station). The shipyard's refusal to submit a copy of the Contract (if any) shall be duly recorded (the official shipyard's refusal shall be available in the Branch Office).

Define additional applicable requirements of the Flag placed on the RS internal website in the "Maritime Administrations" section to be further considered.

**1.9** Get familiarized with the survey records available in the electronic file of the ship, understand principles of its maintenance and get familiarized with the records in NewBuildingRS software.

**1.10** Get familiarized with the design specification, discuss with the Head principles of interaction with surveyors of other specialties and range of responsibilities.

**1.11** Get familiarized with the Minutes of the kick-off meeting and Survey Requirements Table (provided that [IACS UR Z23](#) is applicable to the ship under construction).

**1.12** Get familiarized with the conclusion letter and other correspondence on the design with special attention to the correspondence on the particular hull number and any speciality-related remarks (for monitoring their performance).

**1.13** Get familiarized with the design documentation as regards his area of responsibility with special attention to the completeness of the set, methods of providing, storage and disposal as well as the issues associated with introduction and approval of amendments and supplements to the design documentation.

**1.14** Get familiarized with the approved/agreed detailed design documentation (including detailed drawings, if

applicable - in the case of two-stage review of design documentation as specifically agreed upon with RHO) paying attention to the completeness of the set, structure and a system of making amendments and supplements.

- 1.15** Study the list of items of technical supervision (Inspection & Test Plan) as regards his area of responsibility.
- 1.16** Get familiarized with the survey system (acceptance system according to the shipyard terminology) adopted at the survey station: receipt of a request for acceptance, principles of drawing up the shipyard's report documents (notifications/reports, inspection and test plans, statements, etc as applicable at the shipyard), principles of closing/signing report documents, preparing remarks, rectifying remarks by the shipyard.
- 1.17** Study the User's Manual for NewBuildingRS software (RS internal website/Newbuilding Department/NewBuildingRS program), study the principle of using this program at the Survey Station. Initiate the access to the program from the Administrator with the authority as defined by the Head.
- 1.18** Get familiarized with the record keeping and management system adopted at the Survey Station (reports /notifications, yard statements, agreed production/design documentation, internal and external correspondence, etc.).
- 1.19** Get familiarized with the schedules of ship construction milestones at the shipyard for planning his working schedule and paid leave schedule.
- 1.20** Study the approved shipbuilding quality standards for hull and shipyard standards relating to fabrication processes or affecting the scope and methods of the Register technical supervision.
- 1.21** Get familiarized with the RS-regulated and approved typical production processes (with special attention to technical control operations provided therein).
- 1.22** Obtain information on the contact persons of the shipyard and shipowner's supervision team as well as another CS in the case of dual classification as regards his area of responsibility from the Survey Station Head.
- 1.23** In addition to that, the hull surveyors shall:
- .1** Study welding documentation with respect to the particular ship whose supervision is instructed by the Survey Station Head:
    - Hull and piping welding tables (or welding instructions directly in drawings);
    - Book/books of approved welding procedure specifications (WPS);
    - Plan/list of joint testing;
  - .2** Get familiarized with ND on weld quality testing adopted by the shipyard during ship construction. Pay special attention to ND indicating criteria for joint quality assessment by visual inspection and measurements.
  - .3** Study the inspection and recording system for non-destructive testing of welds.
  - .4** Check the compliance of Recognition Certificate of Testing Laboratory (СПЛ) validity conditions with the weld inspection methods used.
  - .5** Study the shipyard reports on percentage of rejected welds on the items of technical supervision (3.3.7, Part XIV "Welding" of RS Rules/C).
  - .6** Make sure that WPS covers all types of welding operations performed according to welding methods, main and welding consumables, thickness values.
  - .7** Check if all WPS applied comply with the current Welding Procedure Approval Test Certificates (СОПТС) ([Form 7.1.33](#)).
  - .8** Study the recording and inspection system for welders involved in operations on board the ship. At the same time, the compliance of welder approval areas with the Welder Approval Test Certificates (СДС) used shall be checked.
  - .9** Study the results of patrols conducted by the survey station personnel in respect of welding operations/consumables/equipment.

## **2. Upon receipt of a notification on the scheduled item submission to survey, the RS Surveyor shall:**

- 2.1** Make sure that the notification on the time and place of survey is received not later than one (1) day before the submission of the item (4.2.5.5, standard form [430.1.6](#)). If later – act depending on the load and as per the agreement with the shipyard.
- 2.2** Identify the item according to the List and check if this item is submitted in compliance with the construction procedure (for example, if the tank tests are requested, there shall be records of acceptance of this tank for construction).

- 2.3** Check records on this item for availability/ absence of pending remarks/requirements.
- 2.4** Check if necessary surveys are carried out by surveyors of other specialties as required (for example, if the mechanical surveyor is requested for installation of main engines, check records of the hull surveyor if tanks and compartments for main engines are accepted for construction and duly tested).
- 2.5** Select the set of approved technical documentation concerning the item, analyze this documentation for availability/absence of remarks, agreed amendments and/or supplements.
- 2.6** Check available data (RS database at <https://lk.rs-class.org/GUR/industry>) for availability/absence of the RS documents for the item of technical supervision according to the nomenclature (Appendix 1 to Part I "General Regulations for Technical Supervision" of RS Rules/TS).
- 2.7** Based on listed in 2.1 to 2.6, establish basic requirements to the item of technical supervision.
- 2.8** Where the item visit is found impractical without additional explanations/approvals based on the results of activity as listed in 2.1 to 2.7 (for example, the item tests are requested by the shipyard prior to submission of its structure/installation, or there is no approved documentation concerning this submission, and this aspect has not been previously agreed), the shipyard contact person shall be immediately notified of such a matter with official approval of further actions.

### **3. Upon arrival to the inspection site, the RS Surveyor shall:**

- 3.1** Make sure that there are shipyard officials/subcontractor's representatives authorized by the shipyard to submit the items of technical supervision to the survey and tests (hereinafter referred to as the authorized persons) in accordance with 4.2.5.4 of a standard form [430.1.6](#).
- 3.2** Obtain duly prepared and signed shipyard document on the item readiness for submission to the Register from the shipyard authorized person (notification, request, book, etc. as the case may be).
- 3.3** Check if the shipyard document on the item readiness contains information as required by 13.3.3.1, Part I "General Regulations for Technical Supervision" of the RS/TS Rules or other information in a previously agreed scope but allowing the submitted item and required scope of survey to be clearly identified.
- 3.4** Make sure that the authorized person has a complete set of updated technical documentation required for survey.
- 3.5** Check for availability and contents of supporting (production) documentation, if applicable (results of weld NDT, measurements, copies of RS certificates, etc.).
- 3.6** Survey the item of technical supervision after making sure that safety requirements are not violated, and safety of survey is provided by the shipyard (4.2.5.3, Form [430.1.6](#)).
- 3.7** In the course of survey, perform check/complete measurements of checked parameters (geometric characteristics of welds, clearances, distances, insulation resistance, etc.) with the shipyard personnel involved or by own efforts (in permissible cases) but in the presence of the shipyard authorized person.
- 3.8** Based on the results of analysis of documents submitted before survey and survey results, make a record to the shipyard report (to the check copy of the shipyard and copy of the Surveyor; where two copies of the report are not provided for, the Surveyor shall ask for making a copy from the shipyard copy or, if it is not possible, take a photo of the document). In this case:
- .1 where there are no remarks based on the survey results, the Surveyor shall make a record to the designated place for Class note in the report in a format as agreed upon with the shipyard for these cases ("accepted", specific code, etc.), put his signature with print name and date;
  - .2 where there are some remarks, the Surveyor shall list them in the designated field of the report with readable handwriting in details to the extent that the item and the essence of the remark may be clearly identified, specify conditions/requirements for further control of these remarks (submit repeatedly, submit at the next production stage, etc.), put his signature as specified above directly below the remarks. The RS Surveyor shall not put his signature at the place intended for signature during final acceptance of the item.

It should be noted that when making remarks/requirements in the report documents, the Surveyor shall be absolutely sure that he could prove any person concerned based on which paras of the RS ND or RS-approved ND these remarks/requirements have been made. If he is not sure, he is to allow time according to the procedure agreed upon with the shipyard responsible person in order to check the justification of making such a remark/requirement.

**4. Upon arrival at the RS Survey Station (RS office) after survey, the RS Surveyor shall:**

- 4.1** Record survey results to NewBuildingRS software.
- 4.2** File away the RS copy/copy of the shipyard report to the appropriate file of the Survey Station and preferably scan and upload as the enclosure to the appropriate document card in NBRS. Where the report document contains remarks/requirements, this report document shall be controlled by the Surveyor (by any Surveyor if there is no permanent Surveyor with this specialty at the Survey Station).
- 4.3** When the shipyard fulfills all the RS requirements, make a record on closing of requirements in the report document indicating the date of final acceptance of the item with duplication in NewBuildingRS software.

## Appendix G

### Procedure for transfer of cases concerning uncompleted agreements on classification of ships under construction

1. The RS Branch Office transferring cases concerning uncompleted agreement (hereinafter, the transferring RS Branch Office) shall:
  - 1.1 verify compliance of the electronic file structure for a ship under construction with the structure given in 4.4 of ND No. [2-040202-018-E](#) – Instructions for Ship Files Maintenance, and, where necessary, completes it with missing files/documents. In addition, the electronic file shall mandatorily include the following:
    - .1 all correspondence dealing with the survey being carried out (LETTERS folder) in format specified in 4.4.4, ND No. [2-040202-018-E](#) – Instructions for Ship Files Maintenance;
    - .2 a Report (form [6.3.10](#)) (in «Other docs» folder of NEW\_BUILDING directory) prepared on the date of case transfer and containing:
      - description of surveys and tests carried out during construction,
      - a detailed list of works on construction, testing and submission of items of technical supervision uncompleted by the shipyard,
      - full list of unfulfilled comments raised in course of technical supervision based on both the list and the results of patrols (periodical inspections);
    - .3 final report on the current condition of a ship under construction, irrespective of the date of the month when the case is transferred (inter alia, containing information not included in above mentioned Report (form [6.3.10](#))). When for the ship in question the requirement for the reports on the current condition of the ship under construction to be forwarded monthly to the electronic file is cancelled, filling-in of the Section "Additional Information" in Work tab (and other tabs, if required) in the Hull Number Specifications card in NewBuildingRS software shall be made in as much detail as possible;
  - 1.2 generate hard file of the ship (shipbuilder's records on the availability of the items of technical supervision with the surveyor's notes, approved deviations from the design, etc.) and mandatorily detailed as specializations (H, M, E, R). These records may also be scanned and sent to the receiving RS Branch Office either via the "Thesis" System or using NewBuildingRS program (Attach Files button);
  - 1.3 transfer the ship file to the RS Branch Office receiving cases concerning uncompleted agreement (hereinafter, the receiving RS Branch Office). Transfer of the file electronic part shall be performed according to 5.1.6, ND No. [2-040202-018-E](#). Transfer of hard copy of records shall be provided by any means agreed upon by both parties;
  - 1.4 provide the receiving RS Branch Office with information on uploading and approval status of the plan approval documentation;
  - 1.5 complete entering of all the data on the survey performed available at the time of case transfer into NewBuildingRS software;
  - 1.6 in case of authorization for control over fulfillment of the comments raised during review of the plan approval documentation, the information on their fulfillment shall be forwarded to the RS Branch Office, which has approved the plan approval documentation (8.8, Part II of the RS/TS Rules). In a copy – to the receiving RS Branch Office;
  - 1.7 when the case transfer is provided at the survey final stage, issue the RS ship's document drafts using the Surveyor's Disk and STORM software, having filled them in as much as possible at the time of the case transfer.

Moreover, in those paras of the Check-List (form 6.1.01) having been incomplete by the time of the case transfer, the result code (5) shall be indicated as "not completed". After that the Check-List shall be printed out in electronic format, signed by EDS of the persons in charge and, along with the ship documents drafts and information specified in 1.6 of the Appendix, shall be forwarded via the "Thesis" System to the receiving RS Branch Office (or uploaded in the attachments to the request in the "Thesis" System).

The transferring RS Branch Office shall not assign numbers to the ship's documents. It shall be done by the receiving RS Branch Office according to 2.4 of the Appendix.

For the receiving RS Branch Office to gain access to work with the Check-List (form 6.1.01) draft to complete the survey, the Check-List shall be transferred to the RHO server by Save to Server operation in STORM software;

- 1.8 notify the receiving RS Branch Office with a message prepared in the "Thesis" System of actions taken in compliance with the Appendix and 5.1.6 of ND No. [2-040202-018-E](#);



1.9 the specialists of the transferring RS Branch Office dealing with the request in the “Thesis” System shall return it to the Head via Return to the Head process with the comments on the reason of returning the request;

1.10 the Head of the transferring RS Branch Office (or duly authorized person) shall include new executives (co-executives), which list is agreed in advance with the Head of the receiving RS Branch Office, into the general list of executives in the “Thesis” System request card.

2. The receiving RS Branch Office:

2.1 where [IACS UR Z23](#) is applicable to the ship and the assembly and welding works on the ship’s hull have not been completed yet, prior to the commencement of further construction at a new shipyard, shall perform review of the shipyard construction facilities and hold the kick-off meeting in accordance with 2.6 and 2.7 of the Guidelines;

2.2 shall proceed the request in the “Thesis” System and verifies according to specializations:

- completeness of electronic and hard files;
- access to the approved technical documentation;
- compliance of the information mentioned in the final report on the current technical condition of the ship under construction with the information entered into NewBuildingRS software;
- availability of information stipulated in 1.6 of the Appendix;

2.3 if in doubt and when the necessary documents are unavailable, shall communicate with the transferring RS Branch Office;

2.4 shall gain access to the software according to the Section “[NewBuildingRS software](#)” uploaded at the Shipbuilding Department page of the RS internal website and according to 4.3 of the User’s Manual for NewBuildingRS software (ibid);

2.5 according to 7.4 of ND No. [2-050101-001-E](#) – Regulations for Registration of Ships and Offshore Installations in RS, shall fill in and forward to RHO Department 343 a Notice of the data changes on the ship under construction, thus informing of changes to the RS Branch Office for supervision during construction;

2.6 shall notify the transferring RS Branch Office with a message prepared in the “Thesis” System of successful completion of the case transfer concerning uncompleted agreement;

2.7 on completion of technical supervision, shall issue a set of the RS documents listed in Appendix 2 to the Agreement on Classification of Ship under Construction, and in case stipulated under 1.7 of the Appendix, shall complete issuance of the ship’s documents using the drafts developed by the transferring RS Branch Office. In this case, the documents are assigned an individual number according to the logbook of the receiving RS Branch Office. The city and country of location of the shipyard being the shipbuilder shall be indicated as the place of build in compliance with the Agreement on Classification of Ship under Construction (form [430.1.6](#));

2.8 In case of unfulfilled comments to the plan approval documentation, shall prepare and forward information on their fulfillment to the RS Branch, which has approved the plan approval documentation (8.8, Part II of the RS/TS Rules). In a copy – to the transferring RS Branch Office.

At that:

the case transfer on the uncompleted agreement shall be carried out within 3 working days from appointment of new executives (co-executives) of the request.

distribution of revenues issue among the RS Branch Offices performing technical supervision shall be solved in compliance with the current mutual settlement procedure among the RHO Locations/RS Branch Offices under the revenue agreements approved by the RS Director General.



## Appendix H

### **Organization of RS interaction with ACS and shipyard during technical supervision of ships under construction to dual class (assignment of class notation to a ship in accordance with 2.2.2.4, Part I "Classification" of the Rules for the Classification and Construction of Sea-Going Ships (★))**

General provisions for organizing and carrying out plan approval and technical supervision under construction in a dual class arrangement are set forth in Section 16, Part I of the Rules for Technical Supervision During Construction of Ships and Manufacture of Materials and Product for Ship. The personnel of the RS Branch Office (survey station) shall take into account the following:

1. Upon receipt of authorization for technical supervision of a ship under construction to dual class, the Head of the RS Survey Station shall take the following actions.

1.1 Thoroughly study the Trilateral Dual Classification Agreement (Project Control Document (PCD)) and Agreement on Classification of Ship under Construction (when RS is the holder whereof) which were sent along with the authorization and determine the review status of plan approval documentation. For new projects being reviewed via Ships' Projects module of the "Thesis" System, the access to the documentation review results shall be provided through connection between the Request card in the "Thesis" System for technical supervision during construction and the ship's project. In case the documentation review results (both RS and ACS) are inaccessible, it is necessary to apply immediately to RHO Department 322 to solve the problem.

1.2 Discuss, in the way agreed with the ACS supervision team at the shipyard, provisions of the Project Control Document (PCD) and make sure of the uniform understanding provisions by both classification societies.

1.3 Discuss with the ACS supervision team at the shipyard the issues of interaction during technical supervision, namely:

.1 issues relating to recording the results of technical supervision performed by both societies. At the ACS discretion, RS may give it access to NewBuildingRS software. In specific cases (when in accordance with the Project Control Document (PCD), ACS is a leading society, the ACS procedures shall be carried out by RS; ACS has its own program on maintenance of records on the performed surveys and is ready to give RS access thereto), RS may maintain records on surveys in the ACS program, upon preliminary agreement of the issue with RHO Newbuilding Department. However, in this case the Head of the RS Survey Station shall discuss in advance with ACS the possibility to copy entries (records) – entries maintained in the ACS program shall be accessible to the Heads of the RS Branch Offices/RHO locations at any time;

.2 issues relating to the use of the ACS procedures. If the Project Control Document (PCD) specifies that RS shall be guided in its activities by the procedures developed by ACS, all the RS surveyors shall be mandatorily familiarized with the documents;

.3 issues relating to the RS review of production processes, which are the items of the RS technical supervision. All the records on these production processes shall have entries on the RS technical supervision and be available at the RS Survey Station;

.4 issues relating to the establishment of the surveyors' team (RS and ACS) and peculiarities of the activities whereof within the Project Control Document (PCD);

.5 issues relating to the plan approval documentation:

5.1 during technical supervision of a ship under construction at the shipyard, all comments to the technical documentation raised both by RS and ACS shall be taken into account;

.5.2 it shall be noted that for ships' projects which Agreements on Design Approval are concluded after 23.10.2019, the newly developed stamps shall be used; these stamps are applied for dual classification exclusively (refer to 8.3.5, 8.3.6 and 8.3.7, Part II "Technical Documentation" of the RS/TS Rules);

.5.3 when the Ships' Projects module of the "Thesis" System is applied, the RS Branch Office for review of technical documentation shall maintain records on the comments, considering provisions of a particular Project Control Document (PCD). In case, when ACS comments are not available, the Head of RS Survey Station shall apply to Department 322 in order to find and agree a method of familiarizing the RS Survey Station's employees with ACS comments.

.6 issues relating to control over the shipyard subcontractors – it shall be specified how the subcontractors are controlled by RS (check at its own discretion or use the ACS inspection findings). In both cases, the records on the shipyard subcontractors' control shall be available at the RS Survey Station.

1.4 At the kick-off meeting with the shipyard and ACS, both classification societies' opinion preliminary agreed with ACS shall be brought to notice of the shipyard as regards the issues of working interaction between the parties and entered in the Minutes of the kick-off meeting. Herewith, the Minutes of the kick-off meeting shall mandatorily contain the RA and ACS signatures.

2. When carrying out surveys of a ship under construction within dual classification, the RS surveyor shall take the following actions.

2.1 Upon receipt of a request for a ship survey, refer to the appropriate section of Project Control Document (PCD) and make sure that the item of the RS technical supervision specified in the request shall be surveyed by RS, and after that act in accordance with Sections 2, 3 and 4, Part II in Appendix F to the Procedure.

2.2 Make sure that the materials and products installed on board the ship have the RS or ACS certificates – in accordance with to Project Control Document (PCD).

2.3 On completion of the survey, the results shall be brought to notice of ACS by the preliminary agreed way.