

# **No.7 Procedure for the Training and Qualification of Survey and Plan Approval Staff**

(Rev.0  
July  
2009)  
(Rev.1  
Nov  
2012)

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Notes:

1. This Procedural Requirement applies from 1 July 2009.
2. Rev.1 of this Procedural Requirement applies from 1 July 2013.

**No.7**

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**1. Purpose and application**

1.1 This Procedural Requirement defines the common training and qualification requirements for survey and plan approval staff in accordance with the requirements of IMO Resolutions A.739(18) and A.789(19), ISO 9001:2008 and ISO/IEC 17020:2004, as amended.

1.2 The overall objective of this PR is to provide training and qualification requirements for personnel engaged in classification of ships and offshore installations in respect of both new building and existing ships and offshore installations and statutory work carried out on behalf of the appropriate national Administrations, as well as survey and certification of materials and products, in compliance with the requirements of the Society Rules and Regulations, IACS Procedural Requirements and International Conventions and Codes taking into account IMO Resolution A.1053(27), as amended.

1.3 In applying this PR, each Society has the flexibility to adopt teaching methods which are the most appropriate for the particular educational background, work experience and general culture of trainees, or methods provided by the Society in their procedures and instructions.

1.4 The requirements of this PR do not apply to support staff assisting in the performance of classification or statutory work. Such staff may carry out tasks to assist Surveyors or Plan Approval staff but the Surveyor or Plan Approval Staff are responsible for the work of the support staff and the technical content of the service. However support staff should have education, training and supervision commensurate with the tasks they are authorized to perform.

**2. Definitions**

2.1 **Survey staff** are exclusive and non-exclusive surveyors as defined in PR5 authorized to carry out surveys and to conclude whether or not compliance has been achieved.

2.2 **Plan approval staff** are personnel authorized to carry out design assessment and to conclude whether or not compliance has been achieved.

2.3 **Trainee** is a person receiving theoretical and practical training under the supervision of a trainer/tutor.

2.4 **Trainer** is a designated person having experience within a relevant area or a person considered knowledgeable in a special field recognized by the Society to give theoretical training through classroom teaching, special seminars or individual training.

2.5 **Tutor** is a qualified and designated person from among the Society's staff having appropriate experience and capability in the relevant areas of activities in which they assist, coach and supervise the practical training of a trainee until the latter is qualified.

**No.7**

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**3. Trainee entry requirements**

Personnel newly employed by the Society to be qualified as survey and/or plan approval staff of the Society, shall have as a minimum the following formal educational background:

- a degree or equivalent qualifications from a tertiary institution recognised within a relevant field of engineering or physical science (minimum two years' program), or
- relevant qualifications from a marine or nautical institution and relevant sea-going experience as a certified ship officer,
- to be competent in the English language commensurate with their future work.

**4. Modules**

4.1 The Society shall define the required competence criteria for each relevant type of survey and plan approval activity to be performed.

The Society shall define the necessary theoretical and practical training modules to cover the competence criteria defined for survey and plan approval staff. The training modules shall cover as a minimum:

- learning and competence objectives
- scope of training
- evaluation criteria and pass requirements.

4.2 Through studying the training modules, trainees shall acquire and develop general knowledge and understanding applicable to different types of ships and types of work according to the Society Rules and Regulations, IACS Procedural Requirements and International Conventions and Codes taking into account IMO Resolutions A.789(19) and A.1053(27), as amended.

**5. Theoretical training for survey and plan approval staff**

5.1 The objective of theoretical training is to provide familiarization with rules, technical standards or statutory regulations and any additional requirements specific to the type of survey or ships sufficient for the areas of activity.

5.2 Theoretical training shall include:

- General modules for theoretical training;
- Special modules for theoretical training in the particular speciality.

5.3 General modules for theoretical training shall include general subjects with respect to:

- 1) Activity and functions of IMO and Maritime Administrations.
- 2) Activity and functions of Classification Societies,
- 3) Classification of ships and offshore installations,
- 4) Types of certificates and reports issued on completion of class and statutory surveys,
- 5) Quality Management System,
- 6) Personal Safety regulations.
- 7) Legal and ethical issues.

**No.7**  
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5.4 The theoretical training for survey and plan approval staff shall be documented in a training plan and developed according to the areas of activity (types or categories of surveys, types of ships, subjects such as hull, machinery, electrical engineering etc.).

5.5 In case of an existing gap in the formal educational background in some particular area of activity, theoretical training shall be extended.

5.6 In case survey or plan approval staff have obtained particular qualifications through their previous work experience prior to their joining the Society, the training plan may be reduced.

5.7 Extensions or reductions in the individual training plans shall be documented.

5.8 Theoretical training may be received through courses, seminars, meetings or other learning methods (e.g. blended learning, e-learning, self-study, simulators, mobile learning etc.).

**6. Practical training for survey and plan approval staff**

Practical training shall provide the trainee with the necessary knowledge and proficiency to carry out survey or plan approval work independently. In case survey or plan approval staff have obtained particular qualifications through their previous work experience prior to their joining the Society, the training may be reduced and shall be documented.

**6.1 Survey staff**

6.1.1 Practical training shall be commensurate with the complexity of the survey (types or categories of surveys, types of ships, specific subjects e.g. hull, machinery, and electrical engineering) and shall be carried out under the supervision of a tutor.

6.1.2 Selection of particular surveys depends on the speciality/qualification to be granted and shall include classification and statutory types of surveys of the following as appropriate:

- new construction,
- ships and offshore installations in operation,
- materials and equipment.

6.1.3 Practical training carried out shall be recorded.

**6.2 Plan approval staff**

6.2.1 Practical training shall be commensurate with the complexity of design assessment (review of technical design of ships, review of technical documentation on materials and equipment) and shall be carried out under the supervision of a tutor.

6.2.2 Practical training carried out shall be recorded.

**7. Examinations and tests**

7.1 Competence gained through the theoretical training shall be demonstrated through written or oral examination or through suitable computer tests.

7.2 Examinations and tests shall cover the sets of modules attended by the trainee, as applicable.

**No.7**  
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7.3 With respect to competence gained through practical training being demonstrated by:

7.3.1 a surveyor, this should be accomplished by the surveyor completing the survey(s) and demonstrating a satisfactory level of understanding associated with the competence whilst under the supervision of the tutor. The results of the tutor's review are to be recorded on the respective training record.

7.3.2 a plan approval staff member, this should be accomplished by the staff member satisfactorily completing the appraisal of drawings against the relevant classification rules and statutory regulations as verified through a review by the tutor. The results of the tutor's review are to be recorded on the respective training record.

7.4 During examinations and tests, use of the relevant working documents (Rules, Conventions, checklists, etc.) by the trainee is considered allowable.

**8. Qualification**

8.1 The criteria adopted by the Society for granting qualifications shall be documented in the appropriate QMS documents.

8.2 After completion of the theoretical and practical training, with positive results, the trainee is granted the appropriate authorizations to work independently. The activities which they are qualified to perform (types of surveys, types of ships, types of design approval, etc.) are identified.

**9. Assessment of training effectiveness**

9.1 The criteria adopted by the Society for training effectiveness assessment shall be documented in the appropriate Society QMS documents.

9.2 Assessment of training effectiveness shall be done on short and long term basis.

9.3 Short term assessment may be a test/interview, course evaluation etc. at the end of a training initiative.

9.4 Long term assessment may be done as part of the annual performance review and/or through activity monitoring, ref. PR6.

**10. Maintenance of qualification**

10.1 The criteria adopted by the Society for maintenance or updating of qualifications shall be in accordance with and documented in the appropriate Society QMS documents.

10.2 Maintenance of qualifications in accordance with these criteria is to be verified at annual performance review and during activity monitoring, ref. PR6.

10.3 Maintenance and updating of qualifications may be done through any or a combination of the following methods:

- 1) Training courses, seminars or meetings
- 2) Practical Training (on-the-job)
- 3) Other learning methods (e.g. blended learning, e-learning, self-study, simulators, mobile learning etc.)

**No.7**  
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10.4 Maintenance of qualification may also require relevant training for individuals as determined by

- activity monitoring or
- long time absence of practical experience from the following two fields of work as defined in PR6: survey and/or plan approval or
- annual performance review or
- any other means.

**11. Records**

Records shall be maintained for each surveyor/plan approval staff member, indicating:

- 1) Formal education background.
- 2) Professional experience prior to joining the Society.
- 3) Theoretical training.
- 4) Practical training.
- 5) Evidence of examinations and tests.
- 6) Professional experience during employment at the Society.
- 7) Periodical updating of knowledge.

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